DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

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Personnel Information Systems
UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
INTEGRATED RESOURCE SYSTEM (USMIRS)

FOR THE COMMANDER:

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                                             Colonel, USMC
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/SIGNED/
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Distribution:
A (Electronic distribution only)

Summary. This regulation establishes policies and procedures for an integrated system of processing individuals for voluntary enlistment or induction into a component of the Armed Forces or for Department of Defense (DOD) and non-DOD agency personnel authorized specific processing in a military entrance processing station (MEPS). This regulation prescribes USEMPCOM Form 680-3A-E (Request for Examination) (and the USMIRS-generated USMEPCOM PCN 680-3ADP version).

Applicability. This regulation applies to personnel responsible for processing applicants at the MEPSs.

Supplementation. Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MOP-AD, 2834 Green Bay Road, North Chicago, Illinois 60064-3094.

Management control process. This regulation is subject to the requirements of Army Regulation (AR) 11-2 (Management Controls). It contains internal management control provisions and a checklist for conducting internal control reviews in appendix B.

This regulation supercedes USMEPCOM Regulation 680-1, 15 December 1992, USMEPCOM Regulation 680-2, 17 May 1990, and USMEPCOM Policy Memorandum 2-1.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM (MOP-AD). Users may send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MOP-AD, 2834 Green Bay Road, North Chicago, IL 60064-3094.

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**Chapter 1
General**

1-1. Purpose
This regulation prescribes policies, procedures, and responsibilities for the United States Military Entrance Processing Command (USMEPCOM) United States Integrated Resource System (USMIRS). USMIRS is the official accession reporting system for Department of Defense (DOD) and for reporting accession data for the services to Defense Manpower Data Center-West (DMDC-W) for statistical analysis, including applicant processing, reporting requirements, and quality assurance (QA) standards.

1-2. References
References are listed in appendix A.

1-3. Abbreviations and special terms
Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

  a.   Director, Headquarters United States Military Entrance Processing Command (HQ USMEPCOM), Operations (MOP). The Director, MOP, has staff proponency and responsibility for the planning, policy, coordination, and implementation of applicant reporting requirements and for the operation of USMIRS. The Director will—

      (1) Develop plans, policies, and procedures for use of USMIRS.

      (2) Provide guidance, coordination, assistance, and operational analysis to HQ USMEPCOM and subordinate units on field operations and support of USMIRS.

      (3) Ensure the services have access to automated individual personnel records during peacetime and mobilization.

      (4) Provide military entrance processing station (MEPS) commanders with policies to promote efficient and effective operational enlistment data processing within the MEPS.

      (5) Provide administrative control over the quality control (QC), collection, recording, coding, and timely transmission of data.

      (6) Develop accurate data for MEPS processing to allocate resources during peacetime and for control of the National Emergency Manpower Procurement System during a national emergency.

  b. Director, HQ USMEPCOM, Information Technology (MIT). The Director, MIT, will assist in the planning, policy, coordination, implementation, and operation of USMIRS. The Director will—

      (1) Provide programming, and systems analysis in support of USMIRS.

      (2) Collect, compile, and distribute accession data to DOD agencies, recruiting services, and other authorized agencies as approved by MOP.

      (3) Coordinate required hardware support and acquire the hardware as approved by the Commander, USMEPCOM.

      (4) Ensure compliance with applicable continuity of operations plans (COOPs) and Army regulations (ARs).

(5) Provide required software and technical support to enable each MEPS to function at alternate sites under COOP implementation.

(6) Review COOP agreements with non-USMEPCOM agencies for technical sufficiency.

   c. **Sector commanders.** Sector commanders are responsible for command supervision of the day-to-day operation of USMIRS in their MEPS. Sector commanders will—

(1) Monitor MEPS operations, identify problem areas, and initiate appropriate corrective action to ensure their MEPSs are in compliance with policies and procedures governing USMIRS operations.

(2) Participate in the development and implementation of training to support the fielding of new software or hardware systems and identify and support MEPS field test sites, as identified by MOP.

(3) Monitor cross-training and provide an emergency management action plan (EMAP) for each MEPS that has been reviewed for workability and approved.

(4) Monitor QA in MEPS to ensure the timeliness, accuracy, and completeness of USMIRS transactions. (Automated project support may be requested from MOP and/or MIT.)

(5) Publish further detailed guidance within sector for development of individual MEPSs EMAPs.

(6) Authorize implementation of individual MEPS EMAPs and inform MOP and MIT. After normal duty hours of HQ USMEPCOM, notify HQ USMEPCOM the following workday of a MEPS EMAP has been initiated.

(7) Coordinate between sectors for EMAP support, when an alternate EMAP site is a MEPS in another sector, coordinate between sectors for EMAP support.

(8) Provide required administrative support to the MEPS in coordinating EMAP agreements if an alternate site is a non-USMEPCOM agency. This will include the preparation of funding procedures to cover any costs involved. Ensure all EMAP agreements with non-USMEPCOM agencies are reviewed by MIT for technical sufficiency.

(9) Plan and budget for contingency funding for MEPS within the sector.

   d. **MEPS commanders** will—

(1) Control data input into USMIRS and develop an EMAP for their particular situations. Commanders will ensure compliance with this regulation by establishing procedures for complete, timely, and accurate collection, preparation, and transmission of data. This overall responsibility may not be delegated. The MEPS commanders will inform the services of their processing responsibilities requirements.

(2) Establish an EMAP with a non-USMEPCOM agency, coordinate with the supporting contracting officer to ensure compliance with contracting regulations.

(a) Keep the EMAP instructions current.

(b) Make the determination to implement EMAP and request permission to do so from sector headquarters.

   e. MEPS operations officers will—

     (1) Ensure accurate and timely updates of USMIRS from both a system monitor and supervisor point of view and ensure USMIRS supports the MEPS operational mission. This overall responsibility may not be delegated.

     (2) Ensure day-to-day availability of the hardware and software to support USMIRS on the MEPS database.

     (3) Ensure allocation of computer time and computer products to effectively monitor the timeliness and accuracy of USMIRS data.

     (4) Ensure required USMIRS coding is accomplished on source documents.

     (5) Ensure USMIRS is updated with data in a timely and accurate manner.

     (6) Ensure proper verification, coding, and updating of applicant personal information.

     (7) Ensure timely scoring of all special tests and enlistment/student Armed Services Vocational Aptitude Battery (ASVAB) tests.

     (8) Ensure timely correction of data and errors by the responsible MEPS section.

     (9) Ensure the daily reconciliation of the master USMEPCOM Form 727-E (Processing List (PL)) against the process results screen in USMIRS is accomplished.

     (10) Ensure reconciliation between the medical process results and the medical processing section's copy of the USMEPCOM Form 727-E is accomplished.

     (11) Ensure reconciliation between USMEPCOM PCN ZHM080 (Merged Test Roster) and USMEPCOM Form 611-1-7-E (Aptitude Testing Processing List) is accomplished.

     (12) Ensure QA of source documents/packets with the USMIRS management output products.

     (13) Ensure maximum cross-training has been accomplished so temporary personnel shortages do not degrade mission accomplishment.

     (14) Use the management control evaluation checklist at appendix B to assist operations personnel in maximum cross-training.

   f. MEPS control desk personnel will—

     (1) Ensure only applicants qualified to process in the MEPS are accepted for processing.

     (2) Monitor processing and ensure the original USMEPCOM Form 727-E is properly annotated and USMIRS check-in/out screen is utilized throughout the day as each phase of an applicant's processing is completed.

     (3) Ensure QA of source documents, coding, and packets are performed as applicants complete each phase of processing.

     (4) Ensure reconciliation is performed daily via USMIRS and the master USMEPCOM Form 727-E is filed according to USMEPCOM Regulation601-23.

    g. Operations processing section (files room) personnel will—

      (1) Ensure applicants processing in the MEPS have a packet.

      (2) Ensure source documents and USMIRS output products are accurately filed.

      (3) Ensure the USMEPCOM PCN ZHM103 (Purge Roster) is used daily to destroy expired hard copy documents and USMIRS records.

      (4) Ensure packets are charged in/out using USMIRS and according to USMEPCOM Regulation 601-23.

      (5) Ensure duplicate packets are brought to the attention of the processing NCOIC for required resolution of possible duplicate USMIRS records.

      (6) Ensure the MEPS USMIRS database is used to ensure packet accountability.

    h. Human resource assistants (HRAs) will—

      (1) Ensure individuals processing for enlistment have received a comprehensive preenlistment interview (PEI)/preaccession interview (PAI)/Entrance National Agency Check (ENTNAC).

      (2) Ensure any additional information divulged during the PEI and PAI is handled according to USMEPCOM Regulation601-23, and appropriate entries are made in USMIRS.

      (3) Ensure an automated ENTNAC (or manual if appropriate) is submitted via USMIRS for those eligible applicants.

    i. Recruiting service personnel. Both the recruiter and the service counselor/liaison provide substantial portions of data entered in USMIRS. Recruiting service personnel will provide accurate, legible, and verified applicant, enlistment and shipping data to the MEPS according to joint regulation AR 601-270/AFR 33-7/MCO P1100.75A Military Entrance Processing Station (MEPS).
Note: This responsibility for recruiting service personnel is given in AR 601-270.

1-5. Host centralized relational database and near real-time policy and procedures

    a. Host centralized relational database (CRDB).

      (1) Overall Description. The CRDB replaces the existing MIRS database. Existing batch-oriented data transfer and update procedures are replaced with near real-time (NRT) procedures. The system replicates data and transactions generated at each of the 65 MEPS on the CRDB in NRT. Other than those functions directly associated with the current USMEPCOM Host data exchange, baseline MIRS functionality will remain essentially unchanged with USMIRS.

      (2) Operations. The CRDB responds to the user-initiated requests for applicant data by retrieving and displaying data from the CRDB in NRT. The CRDB and MEPS USMIRS databases will be backed up each business day using the current back-up procedures.

    b. NRT communication (and/or replication). The Host CRDB accesses local USMIRS for changes in data every 5 minutes and replicates the data to ensure the MEPS and CRDB databases are the same. USMIRS eliminates the following communication processes:

      (1) SSN pulls—replaced by host retrieve process.

(2) Final communication—replaced by NRT replication processing.

(3) Fatal errors reduced to synchronization error.

(4) Unable to back out data once transaction/WKID has been committed—Users can only perform a J-correction or contact HQ USMEPCOM through their sector for K-deletion of the record.

c. The MEPS database and the host computer contain program edits designed to assist operators in determining and/or accomplishing accurate applicant USMIRS records. Each system relies on accurate data input for processing and updating the computer files used in producing various applicant reports. A thorough knowledge of applicant personnel record content, format, and coding procedures is essential to processing accurate USMIRS data.

d. In USMIRS, applicant personnel records are established and built by collecting data from a variety of sources. The applicant and the recruiter request an examination and provide initial certified personal data on USMEPCOM Form 680-3A-E (Request for Examination). MEPS personnel initiate aptitude, medical, and other enlistment data based on USMEPCOM and service requirements. The recruiting service counselor/liaison provides service-unique information. This data is transmitted from the MEPS USMIRS to the Host CRDB according to established communication procedures. The collected electronic files are available to the appropriate service. For most enlistments, this record from USMIRS will serve as the initial service record. Specific items of information within the records, such as the date of birth (DOB), are called data elements. Related data elements are combined in a predetermined format to form a fundamental data block. Different fundamental data blocks are combined in various ways to form an individual personnel record (Host and USMIRS Edits) on the USMEPCOM Intranet (MEPNET) under Operations Directorate).

e. To accomplish the reporting mission, an efficient and effective applicant and paperwork flow cannot be overemphasized. The MEPS mission is twofold: to determine applicant qualification for enlistment into the Armed Forces; and to report, via USMIRS, the results of the applicant's qualifications. The most effective means to ensure all processing actions and reporting requirements are accomplished is to keep the applicant and associated paperwork together throughout the various phases of MEPS processing, especially at accession time. MEPS must establish QA points throughout the processing flow. QA is the responsibility of the entire MEPS and will not be delegated to single individuals. Successful QA is evident when all sections within the MEPS are held accountable for their actions.

1-6. Forms
Detailed specific instruction on the completion of applicable enlistment forms can be located on the MEPNET under the Operations Directorate. These documents serve as the official source for authorized entries into the USMIRS.

Chapter 2
Record Ownership

2-1. Record ownership concepts

a. The three types of MEPS record ownership associated with an applicant:

(1) **Permanent ownership.** Permanent ownership is when a MEPS takes possession of electronic SSN record with full update authority and the associated hardcopy packet with a permanent ownership request and a projection. If an applicant is checked-in at a permanent owning MEPS, other MEPSs can only request temporary ownership until the applicant is checked-out of the MEPS. However, if the applicant is not checked-in on the projected processing date, other MEPSs may be granted permanent or temporary ownership. When a MEPS creates a new record, permanent applicant update and packet ownership will be automatically gained.

(2) **Temporary ownership.** Temporary ownership is short-term possession of an electronic applicant record with limited record update authority for 15 minutes, or upon commit of a transaction, whichever occurs first. No DA Form 200 will be generated at the losing MEPS and MEPS personnel can re-obtain temporary ownership as needed to ensure the record update is complete. Service counselor/liaisons are prohibited from requesting any type of applicant ownership.

(3) **Provisional ownership.** Provisional ownership occurs when a MEPS retrieves ownership of a record that is permanently owned by another MEPS that is not in communication with the CRDB. Provisional record owners have the same write authority as permanent (record) owners. Another MEPS cannot obtain ownership from the permanent owner or provisional owner for the record that is provisionally owned. Provisional record owners will contact the permanent owner MEPS when obtaining ownership of a record with this status to ensure the permanent owner MEPS has not entered transactions that have not been posted to the CRDB.

b. MEPS personnel must determine when it is appropriate to transfer ownership (permanent/provisional or temporary). If a MEPS needs to enter a transaction and the applicant is actively processing at another MEPS, the temporary ownership may be the appropriate mode of ownership. However, if the applicant is a "true" walk-in (in your MEPS), then permanent ownership would be appropriate.

c. Before initiating an ownership transfer, MEPS personnel must ensure their request for permanent ownership is valid. When granted permanent ownership, a DA Form 200 will print at the losing MEPS default printer. The losing MEPS will have the packet ready for mailing within 24 hours from receipt of the DA Form 200. If the new permanent owning MEPS later determines that the record should not have been permanently transferred, they must immediately inform (telephone, fax, or e-mail) the losing MEPS files room that the packet is no longer required and they should take back permanent ownership.

d. Temporary ownership permits multiple users to view the record, however, only one user has update authority. Users at the permanent owner MEPS are prevented from accessing the record until temporary ownership expires.

e. In temporary ownership mode, service processing for (SPF) and SSN changes are not allowed. MEPS personnel are not given access to modify data on non-WKID screens (i.e., DD Form 93, DD Form 4-series, etc) while in temporary ownership mode.

f. Permanent ownership with update authority will not be transferred to a record that is in synchronization error or reject status. The requesting MEPS can contact the current (permanent) owning

MEPS to obtain the required enlistment documents. If an applicant is projected to process the next business day, the owning MEPS will fax the requested enlistment documents within 2 hours, if fax documents are requested. Processing will occur manually until the error is corrected.

2-2. Projection processing
The new projection process is centralized at the CRDB (global). Only one owner (permanent or temporary owner) will be allowed to add, delete, or change data for a specific SSN. The following policy is applicable to the projection process:

a. MEPS entering the last projection on a specific SSN for a specific processing date will be assigned ownership of the projection through USMIRS. If the MEPS initiating the projection is not the permanent owning MEPS (electronic record and/or applicant's packet), permanent ownership is transferred. A DA Form 200 and mailing labels will print at the losing MEPS default printer at 0400 (local time) on the projection date. With the request for or receipt of the DA Form 200, the losing MEPS will—

    (1) Fax requested enlistment documents to the gaining MEPS within 2 hours of opening to conduct quality review program (QRP).

    (2) Mail the applicant's packet within 24 hours from receipt of the DA Form 200.

b. If the projected applicant is a no-show, the gaining MEPS may contact the losing MEPS and request that they not send the applicant's packet. The losing MEPS will request transfer of ownership back to their MEPS.

c. Personal data must be present and committed in USMIRS CRDB before an applicant is projected. When no data exists for service-projected applicants, recruiting service personnel must enter the personal data. MEPS personnel will continue to perform data entry on night testers if MEPS do not require them to be projected and on other applicants as required.

d. If an applicant is a no-show at the projecting MEPS on the processing date, USMIRS will not allow the projection to be deleted (after 0100 CST). MEPS control desk personnel will track and report no-show applicants according to local standing operating procedures (SOPs).

e. Only one projection will exist for the same SSN record for a specific processing date (no more duplicates projections) unless the previous projection is deleted.

f. USMIRS allows MEPS to modify or move a projection from another MEPS, if projected on the same processing day and SPF matches. Before moving a projection, the MEPS moving the projection must have a completed USMEPCOM Form 680-3A-E from the local requesting service recruiter/liaison.

2-3. SSN conflict records

a. During the creation of a new applicant record or communication loss with CRDB, the MEPS may find that an existing applicant record has the same SSN. Another MEPS (or the same MEPS) may own this other applicant's record. In this situation, the user has the option of setting the status of the existing (other) record or his/her record in SSN conflict status. This allows the MEPS to create a new applicant record under the same SSN. The record in SSN conflict status will require verification (assuming verification of the record not in SSN conflict has been done).

b. Only the owning MEPS can delete a record in SSN conflict status. To clear a record in SSN conflict status, the sponsoring service must present one of the following:

    (1) Original SSN card

(2) DD Form 214

(3) NGB 22 if prior service.

c. When a SSN conflict record is verified, the remaining SSNs involved are automatically set to SSN conflict status. A SSN change is required to clear the N status and allow the applicant to continue processing. Once verified, MEPS personnel may delete the remaining SSNs on their local USMIRS (ensure no data is lost). MEPS personnel will use OP04 (SSN Conflict Screen) in USMIRS to manage SSN conflict data. If the SSNs in SSN conflict status are determined valid and not duplicates, MEPS personnel must inform the sponsoring service of the duplicate SSN status.

d. A SSN conflict status cannot be transferred to a record that has been verified to be correct. For problems with questionable SSN verifications, MEPS will contact HQ USMEPCOM through sector for assistance.

e. When an SSN conflict is found, the initiating MEPS will notify the other MEPS involved within 24 hours. Immediate notification will allow enough time for all parties involved to resolve the situation and avoid unnecessary delays in the enlistment processing.

f. SSN conflict status disallows entry of new data on enlistment processing screens (e.g., DEP, Access) until the conflict is resolved. Corrections to existing data are allowed.

g. MEPS will generate a packet/file label for records in SSN conflict status and may generate an applicant ID badge label.

h. The Operations Administrator role is required for a MEPS user to delete an SSN conflict record.

Chapter 3
USMIRS Source Documents

3-1. Overview
This chapter provides the policies and procedures for USMIRS-generated forms. The step-by-step procedures are listed in the applicable USMEPCOM regulations and on the USMEPCOM Intranet (MEPNET), Directorate Links, Operations Directorate. A brief summary for each form is provided in this chapter.

3-2. USMEPCOM Form 680-3A-E, (Request for Examination)

   a. The USMEPCOM Form 680-3A-E is the first document completed on any applicant processing for the Armed Forces. It establishes the initial individual personal data in USMIRS. It is essential that all data blocks on the USMEPCOM Form 680-3A-E be accurate and fully completed.
Note: Each time a change is made or requested on USMEPCOM Form 680-3A-E, a new form is created. The new printed form will replace the old form in the applicant's file, except as noted in paragraph 3-6b.

   b.   USMEPCOM Form 680-3A-E (and the approved service-automated form) will be used for applicant processing. Entries on the USMEPCOM Form 680-3A-E are a dual responsibility by the recruiter and applicant, while the shaded areas are verified and completed by MEPS personnel. The shaded areas can be coded by the services, but MEPS personnel are responsible for their accuracy.
Note: HQ USMEPCOM, MOP-AD, must approve recruiting services automated versions of the USMEPCOM Form 680-3A-E.

   c. Initial personal data entry.

      (1) The services enter initial personal data into USMIRS according to AR 601-270. The MEPS may offer personal data entry assistance to the services, however, initial data entry is the responsibility of the service.

      (2) MEPS personnel will make initial entry of personal data on USMEPCOM Form 680-3A-E with information provided electronically by system interface for all mobile examining team (MET) site testers, night testers, and non-sponsored service non-applicants. MEPS are responsible for coding USMEPCOM Form 680-3A-E for the initial exam transaction, e.g., B030, B010, B100, or B200, following personal data being entered and committed.

3-3. USMEPCOM Form 680-3A-E personal data changes
When any personal data is changed on an applicant, USMIRS will create a J000V WKID. MEPS personnel will use Ctrl <F7> to commit and transport data to the Host CRDB.

3-4. USMEPCOM Form 680-3A-E service process for changes
Controlling access to an applicant's automated record and hardcopy documentation is a key function of the SPF data element or code. If an applicant changes service, the SPF must be changed to match the new sponsoring service SPF before he/she can be projected for MEPS processing. (See USMEPCOM Form 680-3A-E instructions on the MEPNET for specific SPF codes.) MEPS personnel will perform SPF changes upon receipt up to the established cut-off time for the USMEPCOM Form 727-E. SPF change requests received after the USMEPCOM Form 727-E cut-off time may be performed upon receipt, but will be performed before close of business (COB) at the MEPS. The MEPS commander will establish a local process for service representatives to request a host retrieval of a SSN and review of the electronic data. Changes must be made using the following methods and by COB that day:

a. A new fully completed USMEPCOM Form 680-3A-E with the senior service representative's signature (with or without the applicant's signature) is filed in the applicant's packet/folder.

b. The service representative may update the existing USMEPCOM Form 680-3A-E in the applicant's packet/folder. The service representative will line through the existing SPF, write in the new SPF, date and initial the change, and then update both the recruiter/station ID data fields, if possible; a limit of three SPF changes are authorized. MEPS personnel will file the updated USMEPCOM Form 680-3A-E in the applicant's packet/folder.

3-5. Incomplete/incorrect data
Applicants must present a completed USMEPCOM Form 680-3A-E at initial check-in at the MEPS. MEPS personnel will perform a QRP.

a. MEPS personnel will verify that USMEPCOM Form 680-3A-E is completed before releasing the applicant for processing.

b. If an aptitude examination is completed and an incomplete/incorrect USMEPCOM Form 680-3A-E is discovered after the exam, MEPS personnel will create the test using standard procedures. Enter a B000N WKID on the N status screen (OQ03) with an appropriate N status reason (e.g., USMEPCOM Form 680-3A-E missing birth date, incorrect USMEPCOM Form 680-3A-E version from the MET site, missing medical insurer/provider data, name discrepancy). Circle the missing or incorrect items on the USMEPCOM Form 680-3A-E using a ballpoint pen with red ink and annotate on the top margin of the form "INC (or UNVERIFIED) PERSONAL DATA". When correct or verified information becomes available, annotate the information on the USMEPCOM Form 680-3A-E, line through the statement on the USMEPCOM Form 680-3A-E, enter a B000P WKID on the N Status screen (OQ03) to clear the N status, and update USMIRS with the personal data change/correction on the personal data screen (OP01).

3-6. USMEPCOM Form 680-3A-E filing requirements

a. MEPS will establish a local policy to ensure MEPS personnel remain proficient in coding the shaded areas on USMEPCOM Form 680-3A-E, including the workload identification (WKID) and status code.

b. File one copy of USMEPCOM Form 680-3A-E in the applicant's packet/file folder for the SPF. Exceptions:

   (1) Aptitude examinations. The services will provide a new fully completed USMEPCOM Form 680-3A-E for each ASVAB, special test, retest, and/or confirmation test. For a special test, the USMEPCOM Form 680-3A-E does not have to be filed in the applicant's packet if the data on the form matches the last submitted USMEPCOM Form 680-3A-E, with the same SPF.

   (2) Medical examinations. When a new fully completed USMEPCOM Form 680-3A-E (including an updated medical insurer name and/or address; and/or medical provider name and/or address information) is presented for the medical examination, the new (additional) USMEPCOM Form 680-3A-E is filed in the applicant's packet/file folder; do not destroy the earlier version of the form. MEPS personnel will update USMIRS with the updated medical insurer and provider data.

   (3) Applicant signature. MEPS personnel will replace the existing USMEPCOM Form 680-3A-E that does not contain the applicant's signature with the new fully completed USMEPCOM Form 680-3A-E signed by the applicant. MEPS personnel will ensure that the information on the new form is consistent with the one being replaced. MEPS personnel will compare the applicant signature against previously signed forms in the packet.

3-7. USMEPCOM Form 727-E (Processing List)
MEPS personnel will take the actions required to enhance the service's ability to project applicants to meet the MEPS established daily cut-off time for the form. MEPS personnel will work three areas to accomplish this goal: SPF changes, high school test score look-ups, and requests for source documents.

   a. The services will project all applicants and non-applicants on the MEPS processing floor (testing, medical, processing, services only, etc.) on USMEPCOM Form 727-E. Each service Regular and Reserve component must project its applicants for processing at the MEPS on a daily basis by the established cut-off time.

      (1) Services will project non-applicants (e.g., officer candidates, healthcare professionals, quadrennials, Individual Ready Reserves, ROTC). MEPS personnel will project non-service sponsored non-applicants (e.g., Federal Bureau of Investigation (FBI), NCCC, Central Intelligence Agency).

      (2) MEPS personnel can offer projection data entry assistance to the services, but that assistance by no means relieves the services of their data entry responsibilities.

      (3) Before entering personal data in USMIRS, the services will coordinate with MEPS personnel for a host retrieval for SSN ensuring no prior processing.

      (4) If prior processing has occurred, the following will be accomplished:

         (a) If prior processing was an aptitude or medical action, MEPS personnel will ensure the original processing packet is available including all USMEPCOM PCN 680-3ADP copies (originals, if available, and all other associated documents).

         (b) If prior processing was a delayed entry program (DEP)-in, the respective service guidance counselor/liaison must provide the control desk a copy of the discharge order/letter. The service will return the applicant's packet/file folder and all previously generated MEPS documents at this time. Electronic DEP discharge action provided via the services/USMIRS interface will require the services to return all MEPS generated source documents.

         (c) If no prior processing has occurred, the applicant will present an accurate and fully completed original USMEPCOM Form 680-3A-E before any further processing and admittance into that day's processing flow. MEPS personnel will file the USMEPCOM Form 680-3A-E in the applicant's packet/file folder.

         (d) If the applicant is a walk-in or late projection, MEPS personnel will check the local USMIRS and conduct a manual files check before admitting the applicant into the day's processing flow. **Note:** During period of communication problems an applicant should not be denied entry in the processing flow pending receipt of the electronic query unless their eligibility for processing is in question).

   b. The MEPS locally will establish one daily cut-off time for applicant projections. The locally determined single cut-off time for projections must allow for pulling packets, generating packet/file labels, generating identification badges, performing QRP, and coordinating with the services, all of which are high visibility preparatory actions essential for providing Red Carpet service for the next day's processing.

   c. The MEPS can request that a separate USMEPCOM Form 727-E for shipper projections be provided at a set time determined by the local MEPS. The MEPS also will establish a USMEPCOM Form 727-E local cut-off time for holdover projections. The holdover cut-off time should be close to the MEPS COB.

d. The services must provide USMEPCOM Form 727-E, pages 1 through 5, to the MEPS by the established cut-off time and sorted (alphabetically/ numerically) according to MEPS requirements. (The MEPS may require the services to provide pages 2 through 5 with the MEPS producing page 1). Each MEPS processing section (e.g., travel, medical, testing) will print their own applicable pages as required.

e. The MEPS will provide USMEPCOM Form 727-E, pages 2 through 5, to the contract facility/vendor as the authorization and receipt documentation for supplying appropriate services to applicants listed on each form. Faxing the pages to the lodging facility is authorized; faxing copies from the lodging facility to the MEPS is not authorized. Original applicant signatures are required on the form.

3-8. Completion of USMEPCOM Form 727-E
The following USMEPCOM Form 727-E annotations will be used to reconcile the day's actions. The annotations ensure uniformity and meet briefing and legal requirements for the Command.

a. Page 1, item 5, Remarks. This data block is used for any explanatory remarks required to ensure MEPS personnel are aware of pertinent processing information such as identifying a quadrennial, over 40, EKG special type physical; a psych, ortho, ear lavage consult; a night tester; contract renegotiations; etc. The MEPS commander may establish local requirements that best suit their MEPS processing needs. Once the MEPS requirements have been met, the services may utilize this data block to annotate information applicable to their requirements.

b. Pages 2 through 5. The services will complete these pages and USMEPCOM Form 728 according to USMEPCOM Regulation 601-1.

c. Every applicant listed on the USMEPCOM Form 727-E, page 1 will have an annotation in item 7, "Notes" column, in order to reconcile the day's actions. Do not mark in the bar coded SSN area. The following are the only annotations authorized and will be used in order to reconcile the day's actions.

(1) Show: When applicant first checks in to the MEPS, control desk personnel (medical, testing, or processing) will annotate (checkmark, highlight, etc.) the USMEPCOM Form 727-E according to local procedures to indicate the applicant is on the MEPS processing floor.

(2) NS (No-show): After the MEPS check-in window cut-off, operations control desk personnel will reconcile their no-shows (with medical, testing, services, etc., if required) and annotate the Notes column with an "NS" to indicate a no-show.

(3) D (DEPper - B002A): After the applicant swears in and signs the DD Form 4, the swear-in-officer/operations control desk personnel will annotate the Notes column with a "D" to indicate a DEP-in enlistment was performed (also used for DNV enlistments). The swear-in-officer will notify the operations control desk personnel when the applicant declines enlistment.

(4) A (Enlisted, Not Shipped - B001A): After the applicant swears in and signs the DD Form 4, the swear-in-officer/operations control desk personnel will annotate the Notes column with an "A" to indicate an accession enlistment was performed. The swear-in-officer will notify operations control desk personnel when the applicant declines enlistment.

(5) B (Enlisted and Shipped - B001B): After the applicant swears in and signs the DD Form 4, the swear-in-officer/operations control desk personnel will annotate the Notes column with a "B" to indicate an accession and ship enlistment was performed. The swear-in-officer will notify operations control desk personnel when the applicant declines enlistment.

(6) C (Shipped, Previously Enlisted - B000C): After the applicant receives the travel brief, the travel clerk/operations control desk personnel will annotate the Notes column with a "C" to indicate a ship action was performed (Reserve/Guard).

(7) H (Holdover): After the service liaison coordinates holdovers with the MEPS personnel, operations control desk personnel will annotate the Notes column with "H" to indicate a holdover.

(8) MOT (MEPS Out): After an applicant has completed MEPS processing, but does not fall into any of the above categories, operations control desk personnel will annotate the Notes column with "MOT" to indicate that the applicant was checked out of the MEPS and required no further processing.

(9) X: After the applicant receives the DOD Separation Policy briefing and the USMEPCOM Form 601-23-4-E has been appended to the DD Form 4, the swear-in-officer/operations control desk personnel will annotate the 601-23-4-E column with an "X".

3-9. USMIRS-generated medical briefing forms
The MEPS personnel are to print and use the medical briefing forms (DA Form 2005, DD Forms 2808 and 2807-1, USMEPCOM Forms 40-8 and 40-8-1) during medical processing. MEPS personnel may print these forms according to their processing flow as follows:

   a. The day before processing.

   b. During MEPS check-in (medical or operations control desk).

   c. During night testing.

3-10. DD Form 2807-2, Medical Prescreen of Medical History Report
MEPS personnel will—

   a. Enter only prescreen WKIDs (B030L, J, or R) that reflect a disqualification status as indicated by the MEPS chief medical officer (CMO) in items 10 and 11 of DD Form 2807-2; do not report non-disqualifying medical prescreen WKID and status code (B030P) at this time.

   b. File a completed copy of DD Form 2807-2 in the applicant's folder. The services may submit prescreens without a projection, but the USMEPCOM Form 680-3A-E must accompany the prescreen submission. USMEPCOM Form 680-3A-E is required to support USMIRS data entry.

3-11. USMEPCOM Form 601-23-E (Report of Additional Information)
MEPS personnel must print one copy of all disclosures (USMEPCOM Form 601-23-E) generated for the day by COB and must file the form in the applicant packets/folders. The hardcopy USMEPCOM Form 601-23-E is required to reconstruct the additional disclosure if the data is lost during communication sessions and/or reconciliation. (See USMEPCOM Regulation 601-23 for guidance on disclosures.)

3-12. DD Form 4-Series (Enlistment/Reenlistment Document)
The DD Form 4 series is produced using USMIRS. If conditions preclude the use of electronic systems, the form will be completed manually. (See USMEPCOM Reg 601-23 for instructions for manually completing the form.)

3-13. DD Form 93 (Record of Emergency Data)
DD Form 93 may be initiated during DEP processing (preferred method). MEPS personnel may print DD Form 93 at DEP time or during accession or a combination of both. The USMIRS-generated USMEPCOM Form 601-23-3-E (Record of Emergency Data Worksheet) may be completed by applicants

and used for preparation of DD Form 93. Destroy the worksheet upon completion of the DD Form 93. (See USMEPCOM Regulation 601-23 for instructions on completing DD Form 93.)

3-14. DD Form 1966/1 (Record of Military Processing - Armed Forces of the United States) service-required codes
MEPS personnel will input the service-required codes into USMIRS if not provided electronically by the service.

3-15. USMEPCOM PCN 680-3ADP
MEPS personnel will print the USMEPCOM PCN 680-3ADP after each section completes processing the applicant. The most current USMEPCOM PCN 680-3ADP will remain in the applicant's packet/file folder.

3-16. Manual processing
Maintain on-hand a 5-day stock of all pre-USMIRS applicant processing forms for contingency processing due to a systems failure.

Chapter 4
Aptitude Paperwork Flow and Data Collection

4-1. Aptitude paperwork flow and data collection
This chapter prescribes policy, procedures, and standards for paperwork flow, collection of data, and transmission of records concerning the aptitude evaluation of applicants.
Note: Overseas testing procedures are in USMEPCOM Reg 611-1.

   a. Performance measurements and QA standards for aptitude data.

      (1) Accuracy standards.

         (a) Data collection efforts: 100 percent.

         (b) Data entry: 100 percent.

         (c) DOD standard data element error rate: 99 percent.

         (d) MEPS reject error rate: 98 percent.

      (2) MEPS (in house/contract facility) test sessions. MEPS personnel will merge test sessions on the same day as the test with scores being available that day or on the following morning for tests committed after normal business hours to the service liaisons. MEPS personnel will process MET site tests and make them available to the service liaisons within 72 hours after an applicant has taken an ASVAB.
Note: Saturday, Sunday, and weekday holidays are not counted in the 72 hours.

      (3) Enlistment tests transmission. MEPS personnel will transmit enlistment tests to USMEPCOM. (See USMEPCOM Reg 611-1 and AR 601-270 for exceptions.) When a retest will not count as a separate test, MEPS personnel will not enter it into USMIRS. Tests scored/merged on a single business day must be reflected on the USMEPCOM PCN ZHM080 and USMEPCOM PCN ZHM088 (Unmerged Test Roster) reports.

   b. Applicants requiring an enlistment ASVAB or special test will present a completed and accurate USMEPCOM Form 680-3A-E to the test administrator (TA).

      (1) Discrepancies between SSN on the USMEPCOM Form 680-3A-E and answer sheet. Refer to USMEPCOM 611-1, par. 3-8, i., (1), (a) through (e).

      (2) Incomplete or incorrect data is discovered (other than SSN). Refer to USMEPCOM 611-1, par. 3-8, i., (3)

4-2. Testing personnel actions

   a. According to AR 601-270, recruiting service personnel and the applicant will enter scheduling, personal, and certification data on USMEPCOM Form 680-3A-E.

   b. TAs will perform QA procedures on associated aptitude documents during the course of the aptitude evaluation process. The TAs will code the USMEPCOM Form 680-3A-E, enter the personal data or update the current data, score and merge the test, and compare the USMEPCOM Form 680-3A-E with the USMEPCOM PCN 680-3ADP for data entry accuracy.

(1) TAs will verify the name and SSN on USMEPCOM Form 680-3A-E. If errors or incomplete items are found and are corrected on site, the applicant will be allowed to test. If the errors or incomplete items cannot be corrected on site, the applicant will not be administered the ASVAB. (See USMEPCOM Reg 611-1, chapter 3 for additional information.)

(2) TAs will compare the SSN, name, and SPF data on each individual applicant's answer sheet against corresponding data on each applicable USMEPCOM Form 680-3A-E. TAs will resolve discrepancies noted on page 1 of the applicant's answer sheet and the USMEPCOM Form 680-3A-E. The recruiting service-verified USMEPCOM Form 680-3A-E will be used as the official correct source document for applicant personal data.

(3) The applicant's signature on USMEPCOM Form 680-3A-E, block23, must match the signature in block 30. MEPS personnel will place applicants who have a questionable signature in an "N" status and refer the discrepancy to the operations officer.

c. Scoring of enlistment test results.

(1) The local USMIRS will automatically initiate a host retrieve for records scanned by the optical mark reader (OMR) or transferred from the CAT-ASVAB server. This will ensure only one test exists for an applicant. If personal data is not in USMIRS, the user will be required to enter personal data from USMEPCOM Form 680-3A-E. USMIRS gives global access to testing data. The following policies and procedures apply in auto or manual mode:

(a) Using either scoring mode and to ensure integrity of test, source documents will be verified and maintained at MEPS where test was taken. MEPS testing section personnel are only given the capability to merge tests they scored. If an unmerged test is retrieved from another MEPS during an ownership transfer, the new owning MEPS will contact the MEPS where the test was taken and inform them to take temporary ownership to merger their unmerged test. Ownership will automatically return to the current owning MEPS after the transaction is committed, and the new permanent owner may commit their test record.

(b) In manual mode, the scoring MEPS can view any unmerged and uncommitted tests (enlistment, student, or "Intent to Combine") retrieved from other MEPS, but must contact the MEPS where the test was taken to have the test merged.

(c) MEPS testing section personnel can enter special test data without an ASVAB test being present first, however, personal data must be in USMIRS.

(2) MEPS testing personnel will conduct a manual files check for applicant packets before scoring the tests. MEPS personnel will score test answer sheets through the OMR and transmit to the Host CRDB. (See USMEPCOM Reg 611-1 and AR 601-270 for exceptions.) Even those tests with an incomplete USMEPCOM Form 680-3A-E and those tests determined to be invalid will be scored and the appropriate testing work identification (WKID) assigned during the merging process.

(3) The primary purpose of the ZHM080 is to reconcile tests received from MET sites and/or CAT-ASVAB test sessions. After test scores have been merged with personal data, they are verified against the USMEPCOM Form 611-1-7-E to insure all applicant scores have been completely processed and ready for transmission to the Host CRDB.

(4) The purpose of the USMEPCOM PCN ZHM088 is to assist MEPS personnel in determining the correct status of the records to be merged. This roster prints after the scoring process has completed. The MEPS testing section personnel will take the report and match each name and SSN to the corresponding USMEPCOM Form 680-3A-E. This roster can be used to pull packets on retesters. The

roster also contains a suggested WKID for the unmerged tests, according to the information currently in the system. The remarks portion of the roster will identify any required action the testing section personnel must take for the applicant.

(5) The MEPS is the only authorized place to administer confirmation tests. The confirmation test is not authorized for administration at a MET site. (See USMEPCOM Regulation 611-1 for information on confirmation testing.)

(a) Guidance for entering the correct aptitude WKID and status codes for confirmation testing programs is updated as required on the Operations Directorate page of the MEPNET.

(b) When the confirmation interview determines improprieties, MEPS personnel will update USMIRS with a "J900M" code.

4-3. Requesting test scores

a. When the services project an applicant to process on high school scores, they will enter personal data into USMEPCOM Form 680-3A-E in USMIRS and will provide the completed USMEPCOM Form 680-3A-E and the USMEPCOM Form 727-E (Processing List) before the local MEPS high school look up cut-off time. (See USMEPCOM Reg 611-1.)

b. "N" status discrepancies. MEPS personnel will correct errors between the answer sheets and the USMEPCOM Form 680-3A-E according to the following directions:

(1) If the USMEPCOM Form 680-3A-E is for a retest and the discrepancy exists in any item other than the SSN, name, or DOB, obtain the information from the previous USMEPCOM Form 680-3A-E and merge the test accordingly.

(2) If there is any SSN or DOB on the USMEPCOM Form 680-3A-E and/or answer sheet discrepancy that does not match the personal data from the previous test, place the record in "N" status with the discrepancy stated on front of the USMEPCOM Form 680-3A-E. Circle the discrepancies on the USMEPCOM Form 680-3A-E and USMEPCOM PCN 680-3ADP. The service is responsible for verifying the data before the "N" status is removed. Applicants will not continue to process in an "N" status.

4-4. Local resident student database if MEPS-assigned school

a. MEPS testing personnel may query USMIRS for SSN, student name, name and DOB, name and street, name and city, name and street and city, name and educational level, or personal data (except SSN). Tenth grade scores cannot be viewed; recommend starting with the SSN, if provided, or the student name or DOB.

b. If the record is found without the SSN and is verified to be the correct record, MEPS personnel will enter the SSN and commit (preferably the "commit and print" function) the record. The unmerged scores will now appear in the USMIRS Testing Results Screen. If MEPS personnel only commit the record, the USMEPCOM PCN 680-3ADP and packet label will have to be printed manually. The packet label will only print if this is an initial record.

4-5. Special tests procedures for USMIRS

a. MEPS personnel will enter special-purpose testing and tests associated with the special purpose retest policy into USMIRS. (See exceptions in USMEPCOM Reg 611-1.) MEPS personnel will always use status code "P" to report the results of a special test. MEPS personnel will conduct and score special

tests and provide the results to the recruiting services testing the first workday following the test. The respective recruiting service counselor/liaison determines whether the results are qualifying or disqualifying.

b. Applicant personal data must already exist in USMIRS or an aptitude WKID "3" must be entered before a special test is scored. If the service provides scores, enter them with a "J900". For example: An Air Force applicant takes the Air Force Officer Qualification Test (AFOQT) and research reveals no previous USMIRS record exists. Enter the "A300" first, then the "B800". If a record already exists on the Host CRDB, enter the "B800". When the AFOQT is sent for grading and results have not been received, enter zeros in the test score areas. MEPS personnel will enter the AFOQT scores when the service counselor provides the official AFOQT results.

c. DOD Form 1304.12-K (Armed Services Vocational Aptitude Battery, Scoring Worksheet) is the source document used when entering special test data in USMIRS. Exceptions: AFOQT, BAT, and AIM.

4-6. Entering enlistment ASVAB results into USMIRS

a. MEPS testing personnel will enter aptitude tests in USMIRS. Test answer sheets will be scored through the OMR including tests with incomplete USMEPCOM Forms 680-3A-E and those determined invalid. MEPS personnel will be score the tests and assign appropriate WKIDs during the merging process.

b. Code the initial exam transaction following the AOOOV WKID on USMEPCOM Form 680-3A-E, block 22 (e.g., B100, B200, B800), and the date the test was administered, initials of the individual who key-stroked the entry, date the files check was conducted, and initials of the individual who conducted the files check/host retrieve. USMIRS will suggest a WKID based on known information, the USMIRS operator must validate the WKID

c. MEPS personnel will provide the requesting service guidance counselor/liaison with a copy of the official ASVAB results (USMEPCOM PCN 680-3ADP) and a copy of the DOD Form 1304.12-K, if required.

4-7. Invalid tests (initial and retests)
Initial invalid tests will use a WKID code of "B400" with a status code of "N". Invalid retests will use WKID code "B400"; the status code will be the same as that used on the applicant's last valid testing transaction (i.e., if the last transaction was "B100", status code "P", the "P" status code will be used ("B400", with status code "P")).

a. If the latest submitted valid ASVAB test score is later determined to be invalid, use the "INVALIDATE TEST" option located in the CORRECT TRANS block at the bottom of the APTITUDE DATA screen (AA03). If the latest submitted ASVAB test is invalid and later determined to be valid, use the "VALIDATE TEST" option located in the CORRECT TRANS block at the bottom of the APTITUDE DATA screen (AA03).

b. When merging/entering invalid ASVAB information, the retest area on the USMIRS screen must be completed as follows:

(1) IMMED - An "X" in this block indicates the applicant is authorized an immediate retest.

(2) 1-MONTH RETEST AUTHORIZATION - An "X" in this block indicates the applicant is authorized to retest after 1 month.

(3) 2d-MONTH RETEST AUTHORIZATION - An "X" in this block indicates the applicant is authorized to retest after 1 month.

(4) 6-MONTH RETEST AUTHORIZED - An "X" in this block indicates the applicant is authorized to retest after 6 months. This block will be used for initial tests where the applicant/student was caught cheating or was disruptive.

c. Checking these blocks may or may not affect the "ELIGIBLE DATE" displayed on the TESTING DATA screen. Verify the results of your selection.

d. Do not administer an aptitude test to an applicant in an "N" status if the "N" status can be cleared before the test is administered. Have the "N" status cleared (MEPS or service) if the persons authorized to do so are present in the MEPS; however, do not refuse to test an applicant if an "N" status cannot be cleared. Do not invalidate a test solely because the applicant tested in an "N" status.

e. Do not test applicants who have drug eligibility data that exceeds the date the test was administered.
Note: High school exams taken within the period of medical ineligibility are invalid.

4-8. Reestablishment of purged aptitude records
If the aptitude records must be reestablished, MEPS personnel will reenter the tests in chronological order.
Note: MEPS medical personnel will coordinate the sequence for reentering and reestablishing medical data.

4-9. Other MEPS processors
If the applicant has only taken an ASVAB at the losing MEPS and is projected to take another ASVAB test at the gaining MEPS, do not request the applicant packet folder from the losing MEPS. The gaining MEPS will accomplish the signature confirmation process by requesting the losing MEPS to fax USMEPCOM Form 680-3A-E. If the applicant is not projected, then the gaining MEPS will request the losing MEPS to fax USMEPCOM Form 680-3A-E for signature verification.

4-10. Communication
The communications for high schools and students' data is automatic for each MEPS. This includes transactions committed for student test data.

4-11. Reconciliation
The MEPS operations officer will ensure the daily COB and morning reconciliation is accomplished. Reconciliation requirements for timeliness and completeness are:

a. **COB.** The MEPS testing NCOIC must ensure testing reconciliation is accomplished by COB and must ensure testing transactions are entered and committed into USMIRS. Using the process results screen (CR01), the aptitude reconcile screen (OR01-1), and the USMEPCOM PCN ZHM080, MEPS testing section will reconcile MET site and in-house enlistment ASVAB tests (B100, B600, etc.), student ASVAB tests (B200) used for processing, and special tests (B800). USMEPCOM PCN ZHM088 is optional. Various testing source documents (e.g., USMEPCOM Form 611-1-7-E, USMEPCOM Form 680-3A-E) may be used for COB reconciliation.

b. **Morning.** The MEPS testing NCOIC must review the testing reconciliation screen for the Host CRDB-created transactions and to see if the Host CRDB rejected any transaction. MEPS personnel will correct the errors on a daily basis.

4-12. USMEPCOM PCN 680-3ADP
The USMEPCOM PCN 680-3ADP is the official document used to record applicant test scores.

4-13. QA checks

MEPS personnel will follow the QA checks below. At a minimum, testing section personnel will ensure/accomplish the following for each numbered QA point:

a. **QA-1.**

(1) A USMEPCOM Form 680-3A-E and a complete set of answer sheets are present for each individual listed on the USMEPCOM Form 611-1-7-E. If not, notify the assistant operations officer/testing control officer/assistant testing control officer. This could result in a test loss/compromise report.

(2) USMEPCOM Form 680-3A-E is complete. (See this regulation, para. 2-5, for procedures if form is incomplete.)

(3) Personal data on page 1 of the answer sheet matches the personal data on the corresponding USMEPCOM Form 680-3A-E.

(4) Test version marked on page 1 of the answer sheet matches the test version on the USMEPCOM Form 611-1-7-E for the applicant indicated.

(5) A comprehensive files room and USMIRS search, including host retrievals, is conducted on each individual listed on the USMEPCOM Form 611-1-7-E.

b. **QA-2.**

(1) USMEPCOM Form 680-3A-E is coded to include item 17, as required.

(2) The USMEPCOM PCN ZHM088 is reviewed to verify that the type of test marked on the answer sheet (page 1) is correct based on any prior processing.

c. **QA-3.** The personal data on the USMEPCOM PCN 680-3ADP matches the source document (USMEPCOM Form 680-3A-E).

d. **QA-4.** Other than testing personnel, ensure the personal data on the USMEPCOM PCN 680-3ADP matches the source document (USMEPCOM Form 680-3A-E).

e. **QA-5.** MEPS personnel review packet content and ensure:

(1) The USMEPCOM Form 680-3A-E is completely coded (if not, return to the testing section if the form was initiated by testing) as required. SPF change USMEPCOM Form 680-3A-E and medical read-outs do not belong to testing personnel.

(2) The original USMEPCOM PCN 680-3ADP is present (if not, return to MEPS file room personnel).

(3) Duplicate USMEPCOM Form 680-3A-E and USMEPCOM PCN 680-3ADP forms are removed and destroyed.

Note: Testing USMEPCOM Form 680-3A-E, including special tests, will be maintained in the applicant's packet.

f. **QA-6.** Testing will reconcile the tests given to ensure tests scored reflect on this screen. If not, find out why. It could be as simple as a test entered with the wrong test date or MET site code.

4-14.   Shortened Student Armed Services Vocational Aptitude Battery (SS ASVAB) change document

a.   The shortened forms of the high school ASVAB (currently 23 T/U and 24 V/W consist of the General Science, Arithmetic Reasoning, Word Knowledge, Paragraph Comprehension, Math Knowledge subtests). Applicants who wish to further process using scores from the SS ASVAB will be required to return to the MEPS for administration of a CAT ASVAB test. The five line scores from the 23T, 23U, 24V, or 24W are combined with the remaining line scores (Auto and Shop Information, Mechanical Comprehension, and Electronics Information) of the CAT ASVAB battery to create an entire score profile. The resulting combined test forms are identified as 01T, 02T, or 03T, if the combining occurred with 23T; 01U, 02U, or 03U, if combining occurred with 23U; 01V, 02V, or 03V, if combining occurred with 24V; 01W, 02W, or 03W, if combining occurred with 24W.

b.   The applicant must choose whether to merge the two tests, thereby keeping the SS ASVAB Armed Forces Qualification Test (AFQT), or simply retest and use the retest scores before testing. The individual may not change his/her mind later on. The date of test (DOT) is equal to the DOT from the SS ASVAB record. Retest eligibility date for the CAT-ASVAB is 1 month from the DOT or 6 months, if third or later test. The test ID is 01T/U/V/W, 02T/U/V/W, or 03T/U/V/W.

c.   The TA will verify that PAMDEHO, WKIDs, and record identification (RID) are correct.

d.   See the SS ASVAB change document for the procedures. Screen prints will help you navigate through the process.

Chapter 5
Medical Processing Flow

5-1. Medical paperwork and data collection
This chapter prescribes procedures and standards for paperwork flow, collection of data, and transmission of records concerning medical evaluations of applicants.

   a. Performance and QA standards for medical data.

      (1) Data collection efforts: 100 percent.

      (2) Data entry: 100 percent.

      (3) Data element error rate: 99 percent.

      (4) MEPS reject error rate: 98 percent.

   b.   The minimum acceptable standard for transmitting medical data is the same day the medical examination/inspection/action was administered. HQ USMEPCOM, MOP, maintains the final approval authority on medical reporting timeliness standards.

5-2. Medical processing

   a. Applicant check-in/out process. Each MEPS medical section will check in/out all applicants on a MEPS medical processing floor as they enter and exit the processing area.

   b.   DD Form 2807-2, Medical Prescreening of Medical History Report Requirements.   (See USMEPCOM Reg 601-23, chap. 4, for disposition.)

      (1) Document disposition. File the original forms in the packet: DD Form 2807-2, USMEPCOM Form 680-3A-E, and USMEPCOM PCN 680-3ADP. If doctors' letters and other documentation were used to conduct the "papers only" review, they will be placed in the applicant's packet with the DD Form 2807-2 and other documents.

      (2) If MEPS personnel elect to use USMEPCOM Form 601-23-2-E (Record Flag), attach the form on the outside of the applicant's packet. (See USMEPCOM Reg. 601-23 for processing procedures.)

5-3. Other DOD applicant and non-applicant physicals

   a. Non-applicants. Non-applicants are individuals with no military service representative. Medical section personnel will project and enter personal data in USMIRS on all non-applicants (e.g., quadrennials, FBI, Volunteers in Service to America, Peace Corps). A USMEPCOM Form 680-3A-E will be completed before or when the applicant arrives at the MEPS.

   b.   Other DOD applicants.   Other DOD applicants are individuals given a MEPS medical examination and are sponsored by a military service, with no immediate intentions to enlist in the Armed Forces, (e.g., quadrennials, Officers Program Officer, Naval Recruiting District, Nurse Corps, Marine and Naval officer candidates). Table 5-1 shows SPF codes for these types of physicals:

Table 5-1	
SPF Codes for Other DOD Applicants	
SPF	**ACTIVITY/AGENCY**
DAZ	Department of the Army
DFZ	Department of the Air Force
DMZ	U.S. Marine Corps
DNZ	Department of the Navy
GPZ	U.S. Coast Guard

5-4. Non-MEPS medical applicants
Non-MEPS medical applicants are applicants given a medical examination at a location other than the MEPS. For USMIRS coding, use "B040P"; date of action (DOA) same as date of DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty). If required, follow-up with today's date for inspection.

5-5. HIV and DAT results

   a. Only the permanent owning MEPS will receive results for HIV and DAT tests. Upon receipt of DA Form 200, the losing MEPS will return all original medical documentation to the files room to be dispatched. This will occur even if the results have not been posted to the medical forms. The gaining MEPS will now assume this responsibility.

   b. Medical section personnel are allowed to change the SSN (only once) even when results are not received. USMIRS will match the SSN to the applicant. The Host CRDB will store HIV and DAT results for 2 years, if negative, and 7 years for positive results when a match cannot immediately occur.

   c. Medical section personnel will record initial lab test results and manage control logs.
Note: When a gaining MEPS takes ownership of the record and lab results are pending, the losing MEPS will not receive the ZHM roster (USMEPCOM PCN ZHM002 or 005, as applicable) response for their specimens. Results for these specimens will be obtained via a host retrieve. Medical personnel are instructed to annotate their control log with an "USMEPCOM PCN 680-3ADP" reference; recommend attaching a copy of the USMEPCOM PCN 680-3ADP.

   d. If HIV and DAT results cannot be matched with an applicants' SSN for reasons unknown, then those results will stay on the Host CRDB for 2 years if they are negative and 7 years for positive results.

   e. Changing the SSN (one time only) will not affect the posting or receipt of HIV and DAT results. The MEPS may now change an applicant's SSN once before results are received.

5-6. Medical forms and rosters

   a. USMIRS-generated medical briefing forms. MEPS personnel will print and use the medical briefing forms (DA Form 2005, DD Form 2808, DD Form 2807-1, USMEPCOM Form 40-8-1-R-E, USMEPCOM Form 40-8-R-E, and standard form (SF) 507) during medical processing. MEPS personnel may print these forms 1 day before processing, during MEPS check-in (medical or operations control desk), or during night testing for those applicants projected to night test and medical process the next day.

   b. USMEPCOM PCN ZHM002, Drug and Alcohol Processing Eligibility Roster. MEPS personnel will print this roster on a daily basis from the forms/reports screen (OU10) or the process results screen (CR01). MEPS personnel will distribute the roster to medical section personnel. It is not required to provide the roster to the services.

c. USMEPCOM PCN ZHM005, HIV Results Roster. MEPS personnel will print this roster from the forms/reports screen (OU10) or the process results screen (CR01) daily. MEPS personnel will distribute the roster to medical section personnel. Distribution of the roster to the services is optional.

5-7. Medical reconciliation

a. COB. The medical NCOIC must ensure medical reconciliation before COB and must ensure medical transactions have been entered and committed in USMIRS.

b. Morning. The MEPS medical NCOIC must review the medical reconciliation screen for the Host CRDB-created transactions and to see if the Host CRDB-created the transactions.

5-8. Consultations

When using medical WKID "2" and "8", the operator will enter the appropriate code on the "CNSLT:" area for the type of consult required/requested in the "REQ" block.

a. REQ - Indicates a consult has been requested by the MEPS CMO and the profile is not complete. Table 5-2 shows codes to identify the types of consult required/requested.

Table 5-2	
Medical Consult Codes	
CODE	**TYPE OF CONSULT REQUIRED/REQUESTED**
A	Allergy
B	Neurology/Neurosurgery
C	Cardiology
D	Dermatology
E	Ear, Nose, Throat (including audiology)
G	Gynecology
I	Ophthalmology
M	Internal Medicine
N	None
O	Orthopedics
P	Psychiatry
S	Surgery (General)
U	Urology
X	Other
Y	Unknown

b. FUNDED - Indicates the consult conducted was funded by USMEPCOM.

c. COMPLETED - Indicates consult has been completed and reviewed by CMO or other MEPS physician.

5-9. QA checks for full medical examinations

MEPS personnel will follow the QA checks below. At a minimum, medical section personnel will ensure/accomplish the following for each numbered QA point:

a. QA-1. Review applicant's packet and ensure the following:

(1) DD Form 2807-2 and if a minor it must be signed by a parent/guardian.

(2) DD Form 1966/4 (Parental Consent Form) is present for 17-year-old applicants.

   b. QA-2. Review record header and ensure in the PAMDEHO; a V (personal data), aptitude status code = "P" or "X" (ASVAB not required), "N" status, and RID codes.
Note: Data cannot be added to a RID 7 status.

   c. QA-3. Ensure the following:

      (1) Proper completion of DD Forms 2808 and 2807-1 and any other associated medical documents.

      (2) DD Form 2808 is completed according to USMEPCOM Regulation 40-1.

      (3) Item 79 of the DD Form 2808 is coded with a USMIRS entry.

      (4) USMEPCOM Form 727-E is annotated with medical action completed.

   d. QA-4. Ensure the following:

      (1) Item 79 of the DD Form 2808 is completed and medical data is entered as coded on the DD Form 2808.

      (2) Validity of medical entry by reviewing the "PAMDEHO".

   e. QA-5. Ensure the following:

      (1) Annotation of the original USMEPCOM Form 727-E of the time packet/applicant arrived from the medical processing section.

      (2) Applicant's packet contains all applicable documents before providing the packet to the Files Room or counselor/ liaison.

   f. QA-6. Review packet and ensure the following:

      (1) The original DD Form 2808, DD Form 2807-1 is present.

      (2) USMEPCOM PCN 680-3ADP and source documents are present (i.e., DD Form 2808, etc.).

      (3) USMEPCOM Form 680-3A-E is present and coded.

      (4) DD Form 1966/4 is present, if required.

      (5) DD Form 2005 (Privacy Act Statement - Health Care Records) is present and signed by the applicant.

      (6) Duplicate USMEPCOM forms (USMEPCOM Form 680-3A-E and USMEPCOM PCN 680-3ADP are removed).

      (7) DD Form 2807-2 is present.

5-10. QA checks for medical inspections
MEPS personnel will follow the QA checks below. At a minimum, medical section personnel will ensure/accomplish the following for each numbered QA point:

   a. QA-1. Review applicant's packet and ensure the following:

(1) Applicant has received a previous medical examination and it is still valid.

(2) The applicant receives a physical inspection if:

(a) Entry on active duty and/or active duty for training, and if more than 72 hours have elapsed from the initial medical examination or from a subsequent inspection. When a federal holiday occurs on a Monday or Friday consecutively with a non-processing weekend (no Saturday opening), no more than 96 hours may have lapsed between inspect and shipping.

(b) Entry into the DEP, Reserve or National Guard unless it is active duty for training, and if more than 30 days have elapsed from the initial examination or from a subsequent inspection.

(3) DD Form 2808, DD Form 2807-1, and all other pertinent medical documents are in the applicant's packet.

b. QA-2. Ensure the following:

(1) Proper completion of the DD Form 2808, DD Form 2807-1, and any other associated medical documents.

(2) Items on the DD Form 2808 are completed.

(3) Item 79 of the DD Form 2808 is coded for USMIRS entry.

(4) The medical section personnel's copy of the USMEPCOM Form 727-E is annotated with the medical action completed.

c. QA-3. Ensure the following:

(1) Item 79 is completed and medical data is entered on the DD Form 2808.

(2) Validity of medical entry by reviewing the "PAMDEHO".

d. QA-4. Ensure the following:

(1) The original copy of the USMEPCOM Form 727-E is annotated with the medical action accomplished.

(2) The applicant's packet is reviewed to ensure applicable documents are present before providing the packet to the files room or counselor/liaison.

e. QA-5. Review packet and ensure the following:

(1) Original DD Form 2808 and DD Form 2807-1 are present.

(2) USMEPCOM PCN 680-3ADP and source documents are present (e.g., DD Form 2808).

(3) USMEPCOM Form 680-3A-E is present and coded.

(4) DD Form 1966/4 is present, if required.

(5) USMEPCOM Form 40-8.

(6) USMEPCOM Form 40-8-1.

(7) SF Form 507.

(8) DD Form 2005 is present and signed by the applicant.

(9) Duplicate USMEPCOM forms (USMEPCOM Form 680-3A-E and USMEPCOM PCN 680-3ADP are removed).

(10) DD Form 2807-2 is present.

Chapter 6
Operations Processing

6-1. Operations processing
This chapter prescribes procedures and standards for applicant processing flow, collection of data, and transmission of records concerning the operational processing of applicants.

   a. Performance and QA standards for accession and DEP-in records.

      (1) Data collection efforts: 100 percent.

      (2) Data entry/transmission: 100 percent.

      (3) MEPS reject error rate: 98 percent.

   b. Timeliness. MEPS personnel will transmit accession and DEP records on the date of enlistment (DOE), after the enlistment ceremony (but not later than COB). Accuracy and timeliness of accession records are critical. These records are forwarded to various recruit training and personnel centers, and are matched to personal data collected during in-processing at these activities. Additionally the services reconcile their systems against USMIRS reported accessions.

   c. Verification processing results. MEPS personnel will use the processing results screen (CR01) and/or the operations reconciliation screen (OR03) to reconcile, verify (by name and SSN), and ensure actions scheduled were accomplished and reported in USMIRS that duty day.

   d. QA points and checklists. Each MEPS will have a SOP for checklist functions and uses (see par. 5-14). At the discretion of sectors, each MEPS will devise an enlistment QA checklist adapted to satisfy their processing flow. If an alternate MEPS checklist is created, it must contain the QA points identified in this regulation. Each MEPS will have only one QA checklist per applicant packet as approved by sector.

6-2. Applicant processing procedures

   a. Only the individual assigned as the OPERATIONS_ADMIN (MEPS commander assigns) is allowed to change/correct an SSN, Host K-delete records in a conflict status and/or duplicate records on the local USMIRS. The other two options for correcting applicant data is to create a "J" transaction or contact HQ USMEPCOM through the sector to request Host K-deletion of the record.

   b. When an applicant contract is generated during enlistment (DEP-in or accession) and the applicant does not enlist, the following guidance is provided to assist MEPS in getting workload credit for the work performed during the interview process:

      (1) Only the MEPS that entered the original DEP-in or accession transaction will be allowed to delete the transaction with the appropriate WKID (B005D or B001D), respectively. The originating MEPS will take temporary ownership of the electronic record and select the appropriate transaction on the toolbar to delete the enlistment. The transaction will recalculate the RID.

      (2) MEPS personnel will collect applicant DD Form 4-series documentation and return the applicant to the service for disposition. MEPS control desk personnel will annotate, in red ink, the USMEPCOM Form 727-E, remarks column, with "B005D" or "B001D", as appropriate, to complete the process.

c.   Applicants (or their packets) will return to the operations control desk/files for additional disposition after scheduling and completing the different phases of processing. MEPS personnel, based on service standards, will not enlist applicants not qualified. The following categories of applicants will require some type of clearance or waiver before continuing to process:

(1) **Medically disqualified applicants.** These applicants have been medically disqualified by the MEPS CMO for either permanent or temporary conditions (medical status code "R" or "J").

(2) **Medical qualification undetermined (open profile).** The medical examination/inspect for these applicants was not completed for various reasons (e.g., consult required, additional medical paperwork required). Services are not authorized to waive an open profile area; MEPS personnel will not enlist these applicants until the CMO provides the final determination (medical status code "L").

(3) **Non-MEPS enlistments.** A service may elect to perform an enlistment outside the MEPS; coordination with the MEPS is encouraged. Before the preparation and execution of DD Form 4, the MEPS will review the applicant's file (hardcopy and USMIRS) to ensure the applicant is qualified for enlistment (e.g., no inspect required, applicant fingerprinted, no N status exists). MEPS personnel will not enter enlistment data (type described in paragraph 2a) into USMIRS on a "non-MEPS" enlistment performed on an applicant who is not qualified for enlistment (e.g., missing inspect, not fingerprinted, N status exists). DD Forms 4 and 1966/1 will be returned to the service for disposition with no action taken by the MEPS. MEPS will report only the workload accomplished. There are two types of "outside MEPS enlistments."

(a) Applicant show; outside MEPS enlistment. The applicant shows up in the MEPS for processing and the services request an outside MEPS enlistment (i.e., we ensure all qualification criteria is met, examinations conducted and enlistment documentation has been prepared by the MEPS.)

(b) Applicant no-show; outside MEPS enlistment. The applicant never shows up at the MEPS and the MEPS receives page 1 of the DD Form 1966. This type is normally an overseas enlistment. MEPS will update USMIRS with personal data (A000V), indicate no aptitude and no medical required (B300P and B0M0P), and submit a B004 WKID. The MEPS will perform a minimum check on qualification criteria (e.g., age).

d. An "N" status indicates the applicant has been placed on administrative hold, pending resolution of a discrepancy or that additional enlistment paperwork may be required. MEPS personnel will notify the appropriate recruiting service counselor/liaison that until the disqualifying discrepancy and/or condition is cleared, the applicant is ineligible for further enlistment processing. If the medical examination was initiated while the applicant was in an "N" status, the medical examination will be completed. Upon completion of the medical examination, the applicant will be placed in an "N" status until cleared for further processing. The services are responsible for clearing the first four items that appear on the N-status screen (OQ03-01):

(1) Item 1 - Other MEPS processor: MEPS are not to remove "N" status from this data block (Exception: MEPS personnel correcting a record that was previously cleared by the service.) Item 1 applies to applicants who have processed at another MEPS and the record was requested by your MEPS either via a host retrieve or a projection.
Note: Sometimes another MEPS processor N status may appear in the [MEPS N Status Reason] data block with the reason displayed as <Other 'N' Status Problem>. This N status can only be removed by the MEPS at the request of the sponsoring service.

(2) Item 2 - PMS (DMDC Hit): (MEPS personnel will not remove "N" status from this data block.) Item 2 applies to PMS (Defense Manpower Data Center - V000X WKID) discrepancies. This

data block indicates a possible match exists on the DMDC database for a record or a projection submitted by MEPS personnel.

(3) Item 3 - DEP Discharge: (MEPS will accomplish a SPF change to the new sponsoring service if required.) Item 3 relates to the reason of discharge for applicants discharged from the DEP. Applicants discharged with an N status must be cleared from here. Services have authority to clear records for the SPFs that they sponsor (DFR can clear DFR, DFV, DFG, and DFZ, etc.). Electronic DEP discharges will automatically place applicants in a "N" status as required.

(4) Item 4 - PEI/PAI: (service input-MEPS clear). Item 4 applies to disclosures occurring during the PEI or the PAI. The services will respond to the disclosure by reviewing the interviewer and medical comments, if applicable, then selecting their response. If the applicant is cleared for further processing, MEPS personnel will remove the "N" status with a B000 or B000P transaction.

6-3. Removing accession data
MEPS personnel will not delete DEP-in or DEP discharge data. When further applicant processing is authorized, MEPS personnel will only enter the processing transactions. The host USMIRS will add the transaction to the applicant's work history. With appropriate source documentation, only RID 5 and 6 records require the deletion of enlistment data. MEPS that have temporary ownership may create and/or delete RID 5 and 6 enlistment data, with the appropriate source documentation.

6-4. Signature verification procedures
When the applicant arrives at the MEPS for processing, he/she will sign USMEPCOM Form 680-3A-E, item 21, in the presence of MEPS personnel. Signature verification helps prevent fraudulent enlistment/processing. MEPS personnel will verify completion of all items on USMEPCOM Form 680-3A-E (e.g., applicant's legal signatures, USMIRS coding, applicant's current medical insurer name, applicant's medical provider name).

a. **Initial signature verification procedure.** When the applicant arrives at the MEPS for further processing, he/she will sign USMEPCOM Form 680-3A-E, item 21. This verifying process consists of comparing the applicant's signature in item 23 against the signature in item 21. Signature verification is a continuous process performed by all MEPS processing personnel.

b. **Same-day processing signature verification procedure.** When the applicant arrives at the MEPS for processing, he/she will sign USMEPCOM Form 680-3A-E, item 23, in the presence of the TA. Operations control desk/files room personnel will perform USMEPCOM Form 680-3A-E item 21 (APPLICANT'S SIGNATURE) signature verification procedures when the applicant arrives at the operations control desk after completion of the ASVAB test (either before or after medical briefing). Conducting signature verification during the PEI/PAI with all source documents is still required.

c. **Inconsistent signatures.** If determined by the MEPS operations officer that the signatures are clearly inconsistent, MEPS personnel will place the applicant in a "N" status and then refer the enlistment documents to the sponsoring service representative for review and determination whether enlistment processing should be suspended pending further investigation. Enlistment of the applicant will not be permitted until the sponsoring service provides written authority. This document will be filed in the applicant's packet and forwarded to the reception station when shipping.

6-5. USMIRS-generated applicant packet file label
Files room packets/file folders will have a USMIRS-generated label for applicants on the MEPS processing floor.

6-6. USMIRS-generated applicant identification badge
Applicants processing at the MEPS will wear a USMIRS-generated identification badge.

6-7. Applicant check-in/out process
Applicants will check-in/out of each MEPS processing section. At a minimum, the service counselor/liaison will check-in their applicants before the MEPS initial check-in and check-out their applicants before MEPS enlistment or upon completion of processing. Each MEPS can expand on this requirement to meet their individual needs, but check-in/out processes outside USMIRS (e.g., using log) is not authorized.

6-8. Packet tracking
MEPS personnel will charge individual packets and/or forms in and out through the files room using the packet/form charge in/out screen. MEPS personnel will track and reconcile packets and forms using the overdue packet roster in USMIRS. MEPS will protect processing data against unwarranted invasion according to USMEPCOM Regulation 601-23.

a. When a new files room packet is initially created in testing (i.e., B100), the USMIRS system will perform an automatic charge out of the "files room packet" to the testing section and to the user who created the transaction. When an initial medical (i.e., B010) is created, the medical documents will be charged out to the medical section and the user who created the transaction. USMIRS will automatically prefill the suspense return dates. Applicant packets/forms will only be charged out to the service that the applicant is processing for.

b. Before COB, control desk/files room personnel will ensure that packet reconciliation is conducted and packets are accounted for. For applicants that are in the DEP, the control desk/files room personnel will charge the packet back in and then back out to the respective service. MEPS personnel will query the server for the MEPS-generated documents on each DEP discharge.

c. MEPS may establish their own process of checking the packets/forms into the files room, but the preferred method would be for each section to give the packet/form to the control desk/files room personnel for check-in and filing for accountability. Whatever method the MEPS select, the process must be consistent and cover the entire packet-tracking process.

d. The control desk/files room personnel will reconcile the overdue packet roster daily. At a minimum, a check will be made to see if the packet is already on the files room shelf or other location within the MEPS. The packet must be physically sighted and charged out in USMIRS to the actual section/individual for accountability.

6-9. Packet transfer

a. Under USMIRS, packet ownership is a process that facilitates the transfer of hardcopy applicant packets and contents between MEPS when ownership transfer occurs. MEPS have the capability to know where the packet is to include suspense dates on charged-out contents.

(1) When a permanent change in record ownership occurs, the losing MEPS will mail the applicant packet or have it ready to be mailed within 24 hours from receipt of the day the DA Form 200 and labels print at their default printers (this means that MEPS will mail the packet or contents "at the latest" on the following business day). This will facilitate the timely transfer of records between MEPS.

(2) If contents are transferred apart from the packet, MEPS will manually prepare DA Form 200 and labels and have them ready for mailing within 24 hours of the day the contents are returned to complete record transfer (i.e., MEPS will mail the packet or contents no later than the following business day).

(3) Only the permanent owning MEPS can charge the packet into the files room. MEPS will not charge-in packets while in a temporary ownership mode.

(4)   When permanent ownership has been transferred, but lab results (HIV/DAT) have not been received, the losing MEPS will not delay the mailing of packet with original enlistment documents. The gaining MEPS will receive and post the results, the losing MEPS will post results to the DATA and HIV logs using the host retrieve process.

b. Processing on fax source documents. When permanent ownership is transferred, the gaining MEPS may request the losing MEPS to fax specific enlistment documents to perform QRP.

(1) At the MEPS discretion, services will not project an applicant owned by another MEPS until the applicant's packet/folder is received from the losing MEPS. This requirement must be an agreement between local IRC members.
Note: A MEPS CMO can refuse to physical an applicant on fax copies.

(2) The losing MEPS will respond immediately to another MEPS' request for applicant documentation when the applicant is on the floor processing and without delay when not processing. Fax and/or regular U.S. Postal Service may be used. Faster mail service will be funded by the Recruiting Services (see USMEPCOM Reg 601-23 for guidance).

(3) If the applicant has only taken an ASVAB at the losing MEPS and is being projected to take another ASVAB test at the gaining MEPS, fax a legible USMEPCOM Form 680-3A-E to the gaining MEPS or mail the original form. The applicant may not test or the test may be invalid and require the original USMEPCOM Form 680-3A-E.

(4) If the applicant has only taken an ASVAB at the losing MEPS and is not being projected to take another ASVAB test at the gaining MEPS, then the gaining MEPS will request USMEPCOM Form 680-3A-E be faxed to perform the signature verification process. The losing MEPS will then mail the applicant's packet/folder to the gaining MEPS.

(5) If the applicant has taken a physical examination at the losing MEPS, then the gaining MEPS will request the medical documents be faxed for medical to review the applicant's medical file before processing and to perform the inspection physical. The losing MEPS will then mail the applicant's packet/folder (with the original physical documents) to the gaining MEPS. The gaining MEPS will place the applicant in an "N" status pending receipt of faxed documents from the losing MEPS. When the requested documents are received by the gaining MEPS, create the applicant's packet/folder with the bar-coded file label, perform a packet charge out to the sponsoring/projecting service, and clear the MEPS generated N status. Perform a quality check on packets being entered.

6-10. USMEPCOM PCN ZHM103 (Purge Roster)

a. Upon receipt of the USMEPCOM PCN ZHM103, MEPS files room personnel will locate and pull the packets listed on the form, verify the packet contents, scan the SSN, and then properly destroy the entire packet.

(1) The USMEPCOM PCN ZHM103 will list only applicant packet records that have been purged by the local USMIRS, rejected (error records), in a conflict status, or duplicate records. Files room personnel will scan/keystroke the SSN displayed on the roster to confirm the packet has been pulled from the files room and destroyed.

(2)   The responsibility of removing the packet will reside solely with the MEPS files room personnel. MEPS will use the USMEPCOM PCN ZHM103 to identify and remove out-of-date files from their files room. MEPS will not rely on an internal flagging system to permanently remove records from their file shelves. MEPS may, however, flag records to be moved to another location when their purge dates are longer than 2 years (i.e., medically disqualified records).

(3) If a SSN is scanned/keystroked for purging and it does not exist on the USMEPCOM PCN ZHM103, the user will not be able to purge the data. This will ensure that only records meeting the established purge criteria are removed from the system. If for some reason the record was not purged during the process, but has completely expired, contact the HQ USMEPCOM Help Desk for instructions or deletion.

(4) When a record is pending a next day overall purge, the user will be informed that the record is pending purge via an on-screen message. The only action that can delay the pending purge is a projection before the purge date. This will extend the purge date by 1 day after the projection, and allows the service to project appropriate processing.

(5) Accession records with previous DEP-in data will be purged after 3 years. MEPS personnel must ensure the DD Form 1966/1, with appropriate enlistment WKID annotated, and the USMEPCOM PCN 680-3ADP is filed for the 3-year period.

(6) If the record being purged indicates SSN conflict, only the records with same SSN and with last and first name (duplicate records) will be purged on the overall purge date.

b. Current or future projections and unmerged tests entered by the MEPS are never purged. The 7-day clock on purge begins when:

(1) MEPS perform a host retrieve in read only mode.
Note: Read-only record is maintained at local MEPS in a temporary file for faster data retrieval, then purged after 7 days.

(2) After permanent ownership is transferred and if no subsequent host retrieve is performed.
Note: Once ownership of record is lost, a copy is maintained in a temporary file at local MEPS for 7 days.

(3) After permanent ownership is transferred and external results were pending at the losing MEPS.
Note: The transactions will remain on the losing MEPS pending applicable ZHM roster (e.g. USMEPCOM PCN ZHM002/003/080) and OR-series reconciliation screens (in USMIRS) for 7 days.

6-11. DEP extension/discharge procedures
Guidance for updating USMIRS with new projected active-duty date (PADD), discharge, and separation information as furnished by the respective recruiting service counselors/liaisons is as follows:

a. **DEP extension.** The appropriate service counselor/liaison will make a pen change to the enlistee's current PADD to authorize the MEPS to make the appropriate entry into USMIRS to extend the enlistee in the DEP. MEPS personnel will update USMIRS with the PADD changes upon receipt of notification. Once the source document for a DEP extension is received from the respective counselor/liaison and the PADD changed, the MEPS will print USMEPCOM PCN 680-3ADP and file along with the source document in the enlistee's DEP packet.

b. **DEP extension beyond 545 days.** When a DEP extension is authorized beyond the 545 days, the service counselor/liaison will provide the MEPS with a copy of the service document authorizing the extension beyond 545 days. The MEPS will update USMIRS with PADD and print a USMEPCOM PCN 680-3ADP to return to the service counselor/liaison with the extension document.

c. **DEP discharge.** Each service will furnish the MEPS appropriate official discharge/separation documentation before USMIRS data entry is accomplished. MEPS personnel will require service

counselors/liaisons to return the original USMEPCOM-generated forms and associated documentation to MEPS control. The following policy and procedures apply:

(1) DEP discharge transactions will only be submitted on Regular component enlistees. Reserve component counselors/liaisons will be informed that discharges from the Reserve components do not fall under the definition of a DEP discharge, and discharge documents provided will be returned without action.

(2) MEPS personnel will submit a "M005" transaction to delete the Reserve enlistment from the database. This must be accomplished before data entry of additional examinations (aptitude/medical) or enlistments.

(3) The USMIRS software will not allow a "B003" transaction to process against a Reserve component enlistment. (Exception: the Navy (DNV) 3X6 or 4X8 delayed enlistments that are entered into the USMIRS as DEP transactions.) When a "B003D" DEP discharge transaction is submitted, the host computer will automatically revert the DEP record to the appropriate examination record (i.e., RID "1", "2", or "3"). This will preclude MEPS personnel from submitting a "M007" transaction.

    d. Discharge codes. Upon receipt of the source document for a discharge/separation, MEPS personnel will enter the appropriate WKID. The DEP discharge reason and effective date will be provided by the service using its own discharge documentation. The status code will be determined and assigned by the USMIRS software based on the status code assigned to each service discharge code as indicated in table 6-1.

Table 6-1
Discharge Codes

SVC CODE	REASON	CODE
ZAA	Medical disqualification - existed prior to service (EPTS)	R
ZAB	Medical disqualification - Non-EPTS	R
ZAC	Pregnancy	J
ZAD	Death	R
ZBA	Moral disqualification - EPTS	N
ZBB	Moral disqualification – Non-EPTS	N
ZBC	*Apathy/personal problem	N
ZBD	Refused to enlist - separation action initiated	D
ZBE	Did not report on date scheduled for active duty - separation action initiated	D
ZBF	Concealment of prior service	N
ZCA	Dependency disqualification	N
ZCB	Marriage	D
ZCC	Personal hardship	D
ZDA	Failure to graduate from high school	D
ZDB	Pursuit of higher education	D
ZDC	Religious training or appointment as an ordained minister	D
ZEA	Enlisted in another service recruiting error	D
ZEC	Enlistment misunderstanding	D
ZED	No longer qualified for option and declines alternate	D
ZEE	Temporarily disqualified through loss of original option and declines alternate	D
ZFA	Other reason	N
ZKC	Transfer to Individual Ready Reserve (see USMEPCOM Reg 25-5 for full definition)	D
ZZY	DAT positive results - enlistment data removed	J
ZZZ	**Exceeded time in DEP	

Notes
*The ZBC discharge covers the reason for being DEP discharged. MEPS commanders can question which reason applies. If the reason is apathy, the commander can clear the "N" status code the next duty day. If the discharge reason was for personal problems, the next sponsoring service has to clear the "N" status code before applicant processing, or within the specified timeframe.
**Only HQ USMEPCOM can automatically discharge applicants that have exceeded their time in the DEP, regardless of whether or not the services provided discharge information/documentation.

    e. Automatic DEP discharge procedures.

      (1) Regular service. The Host USMIRS will initiate automatic discharge actions on records when one of the following actions occurs:
Note: The packet belongs to the MEPS. Files room personnel will retrieve and check the packet back into the MEPS files room immediately. If the service is not cooperative, the MEPS commander may elevate this issue to the IRC committee, sector, or HQ USMEPCOM, as appropriate.

        (a) An applicant exceeds the maximum allowable time in DEP for his/her SPF (DAR and DNV for 2 years, all other services 545 days), the CRDB will delete the DEP data, specify reason, create DEP discharge data and the WKID to the applicant's work history.

        (b) An applicant receives a positive drug result and is not discharged within 30 days after the date of the drug test result, the local USMIRS will delete the DEP data 30 days from the date of test. The local USMIRS also will specify reason, create DEP discharge data, and add the transaction to the

applicant's work history. The individual's record will be retained on the Host CRDB for 1 year from the DEP discharge date then transferred to the Host 5-year file.

Note: If the applicant returns for processing, the record in the 5-year file is for information purposes only. No record actually exists on the Host for the applicant. Transactions (A100, B010, etc.) can be transmitted accordingly.

        (2) Reserve component/Guard separation procedures. Individuals should be separated by their respective service within 30 days from the date the results were posted to the Host. If separation orders are provided, the MEPS will submit a WKID "M005". The effective date of separation and DOA will be as reflected on the separation orders. However, the services may determine that no separation action be taken and an applicant can return after the period of drug disqualification, pass the test and be processed through the MEPS accessioning system. Removing the accession data (with the M00_ transaction) in these cases would only require the MEPS to re-enter already present data. MEPS personnel will provide the USMEPCOM PCN ZHM002 to the service counselor/liaison, and it will reflect the discharge/separation date.

      f. Air Force Officer Training School (OTS). Upon request from the liaison, Air Force OTS, applicants/enlistees can be processed as follows:

        (1) Enlist OTS applicants in the DEP (DFR). When DEP applicants return for shipment, enlist them into the Air Force Reserve or Regular Air Force. Prepare the DD Form 4, pages 1 and 2. DEP discharge ("B003D") is accomplished. The effective date of discharge is the day before the date of enlistment (DOE) in the Air Force Reserve. The "Reason for Discharge" code for USMIRS is "ZEA". Change the SPF from DFR to DFV using WKID "J000V" with DOAs the same as DOE into Reserves. MEPS issue active-duty orders. Table 6-2 shows example USMIRS transactions for this situation.

Table 6-2	
Example USMIRS Transactions	
WKID	**DOA**
B002A	920810 (DEP-in to DFR)
B003D	920926 (DEP discharge from DFR)
J000V	920927 (Change SPF to DFV)
B001B	920927 (Accession and ship in DFV)
Note: If "B300" was done on DEP, then you must do another "B300" for shippers.	

        (2) Enlist OTS applicants in the Air Force Reserve (DFV) who are in "QNE" status and are shipping to Lackland AFB, Texas. Do not complete item 8A (For Enlistment in a Delayed Entry/Enlistment Program (DEP)), DD Form 4/1. Normal MEPS processing is accomplished including issuance of orders and distribution of enlistment documents.

        (3) MEPS may make travel arrangements to Lackland AFB, Texas, for Reserve OTS enlistees entering on active duty if the enlistment was accomplished outside the MEPS. No other processing by MEPS is required.

6-12. Operations processing flow

Applicants are to return to the operations control desk for additional disposition as different phases of required processing is completed. The control desk will direct them to the next processing station based upon their qualifications and projected processing workload.

    a. The operations control desk/files room personnel will review records for legibility, accuracy, and completeness. Illegible and erroneous/blank entries will be returned to the appropriate section for correction. If repetitive, inform the operations officer, as additional training may be required.

b. Operations control desk personnel will direct the applicant with their entire packet to the operations processing section human resources assistant (HRA)/interviewer for enlistment processing. The packet must include, for USMIRS reporting purposes, DD Form 1966/1, USMEPCOM PCN 680-3ADP, original or copy of DD Form 2808, USMEPCOM Form 680-3A-E, the current USMEPCOM PCN 680-3ADP, DOD Form 1304.12-K (if required), and any associated service forms required to prepare an enlistment contract. (See USMEPCOM Reg 601-23 for packet requirements.)

6-13. USMEPCOM PCN ZHM122, Duplicate Records Roster
The MEPS will complete and submit the USMEPCOM PCN ZHM122 every 3 months. This roster assists the MEPS in researching possible duplicate records in their files room.

6-14. Quality review program (QRP)
The MEPS will have a QRP process in place and operating. The following guidance is provided:

a. The preferred format would consist of one MEPS person from each processing section (testing, medical, and operations) in a room together away from traffic flow and interruptions. Have available in that room the next day's USMEPCOM Form 727-E, the applicant file folders/examination packets/ship packets, and the QRP screen (QR01) to allow for review of the hardcopy documents against the electronic data. MEPS personnel performing QRP must ensure the applicant is eligible to process.

b. During QRP, the "MEPS" field (on QRP screen in USMIRS) will inform the user which MEPS owns the projection for the processing date displayed. If the dates conflict, the user will be required to change the processing date or delete the projection. Before changing or deleting any projection, the projecting MEPS must have the necessary source documentation to validate the projection.

c. The USMEPCOM PCN ZHM103 will be validated in conjunction with QRP. If a record is pending an overall purge on the next business day, MEPS personnel must notify the service to modify projection processing. If the required type of processing is not provided by the service, the projection will be deleted. The service must then request an exception to policy for the applicant to process that day.

d. During QRP, the MEPS will create a temporary "N" status when a discrepancy is noted during the packet review. The service will be notified of the discrepancy and given time to correct the discrepancies, if possible. If the service can clear the discrepancy before COB, the MEPS will delete the temporary "N" status. If the discrepancy is not cleared, the temporary "N" status will become a MEPS-generated "N" status when the tracking record is created at check-in time on the processing date.

e. MEPS personnel will have the option of reprinting the USMEPCOM Form 727-E with changed data and new "N" status data.

6-15. Enlistment under a preferred name
The basic source document for an individual's name remains the birth certificate or for a legal change of name, a court order.

a. If the individual wishes to enlist under a preferred name (Item 37, DD Form 19966/4), the individual must provide the service counselor/liaison with a social security card showing the preferred name. In effect, the social security document becomes the source document for preferred names.

b. An exception to these rules involves the change because of marriage (of a woman's name to that of her husband).

(1) Before DEP-in, the appropriate source document would be a marriage certificate.

(2) At accession and ship (DEP-out) the marriage certificate is still required. This type of change would also be reflected as a correction to record (Section VI, DD Form 1966/3). The married name would then be listed on the DD Form 4, page 3, if requested.

(3) A social security card (or an SS Form 5 (Social Security Administration - Application for a Social Security Card)) reflecting the married name is not required, although it is recommended before going on active duty.

c. MEPS personnel will normally accept without question the service counselors/liaisons word that an individual's name is correctly reflected on the DD Form 1966/1 and (if appropriate) DD Form 1966/4. It is not normally expected that MEPS will actually view source documents. But when the name appears questionable, the MEPS has the right to insist on viewing the source documents to ensure consistency between the name to be reflected on the DD Form 4 and that shown on the documents. If the liaison is unable to produce appropriate documents, the MEPS have the right to refuse preparation of an enlistment contract using the disputed name. The authority for refusal is AR 601-270, paragraph 2-1d.
Note: A DD Form 214 and/or National Guard Bureau (NGB) 22 may be used in lieu of the social security card for verification.

d. With the automated ENTNAC process it is increasingly important that the DD Form 1966/1 and the DD Form 4 show the applicant's full and correct names, to include full middle name. The social security card usually reflects the middle initial, not the full name. Use the guidelines below:

(1) The middle name needs to be identical to the enlistment documents and consistent with what is reflected on the social security card.

(2) Spell out the middle name if the name of the DD Form 1966/4 is consistent with the initial on the social security document. (For example: the DD Form 1966/4 might show the preferred name as John Robert Thompson. The social security card has John R. Thompson. The "R" on the card is consistent with "Robert" on the form, so use John Robert Thompson on the DD Form 4.)
Note: This is for USMIRS-generated name on contract, not signature.

6-16. QA checks (DEP-in and accession)
MEPS personnel will follow the QA checks below. At a minimum, Processing section personnel will ensure/accomplish the following for each numbered QA point:

  a. QA checks for DEP-in:

  (1) QA-1. The operations control desk personnel will review the packet and ensure the following:

    (a) Applicant aptitude status code = "P" and no N status exists.

    (b) A completed DD Form 1966/4 is present for 17 year old applicants.

    (c) Performance of signature verification procedure (para. 5-3).

    (d) USMIRS check-in/out screen annotated with the applicant's processing times.

    (e) Original USMEPCOM Form 727-E is annotated to indicate the applicant is on the MEPS processing floor.

    (f) The applicant is wearing a correct USMIRS Name Badge and the USMIRS File/Packet Label is on their packet.

(2) QA-2. The medical control desk personnel will review the packet and ensure the following:

(a) Applicant is authorized medical processing (i.e., aptitude status code = "P" or "X" (no ASVAB test required)).

(b) USMIRS Check-in/out screen annotated with the applicant's processing times.

(c) Proper completion of the DD Form 2808/DD Form 2807-1 and any other associated medical documents.

(d) DD Form 2808 items are completed according to chapter 2.

(e) Item 79 of the DD Form 2808 is coded for USMIRS entry.

(f) All applicable items in para. a(1) above have been completed if medical was the initial MEPS check-in point.

(3) QA-3. The testing processing section personnel will review the packet and ensure the following:

(a) DOD Form 1304.12-K is prepared and completed properly.

(b) The results of the ASVAB or special test are entered into the USMIRS.

(c) All applicable items in para. a(1) above have been completed if testing was the initial MEPS check-in point.

(4) QA-4. The operations control desk personnel will review the packet and ensure the following:

(a) USMIRS Check-in/out screen has been annotated with the applicant's processing times.

(b) All documents required for contract preparation (i.e., DD Form 1966, etc.) are present.

(c) Test scores and medical examination transactions are entered and are valid for enlistment.

(d) All required USMEPCOM Form 680-3A-E/and current USMEPCOM PCN 680-3ADP are present.

(5) QA-5. Operations processing section/HRA personnel will review the packet and ensure the following:

(a) Personal data on the DD Form 1966 agrees with the USMIRS Personal Data screen and current USMIRS PAMDEH*O field.

(b) The DD Form 1966 is verified with supporting personal and enlistment documents and blocks 4, 11, 13, and 17 are coded (optional at DEP-in).

(c) DD Form 1966/3 (Record of Military Processing - Armed Forces of the United States (page 3), section VI (Remarks section)) is reviewed for changes.

(d) The PEI/PAI interview has been completed and USMEPCOM Form 601-23-E is properly completed/cleared and USMIRS updated, if appropriate.

(e) DD Form 93 is prepared and reviewed for accuracy, printing is optional at DEP time (not prepared for Coast Guard applicants).

(f) The DEP-in data transaction has been entered into USMIRS.

(g) The SF 86/EPSQ and FD 258 (FBI Fingerprint Card) are checked for accuracy with the DD Form 1966. If required, the applicant's fingerprints are clear and readable on the FD 258.

(h) The ENTNAC transaction has been submitted, if required.

(i) Annexes are verified with the DD Form 4 and DD Form 1966.

(j) The DD Form 4 is prepared, printed and reviewed for accuracy.

(k) Consistency of name on all documents.

(l) Each document is completed and signed as required.

(m) Required number of copies of all documents are enclosed.

(n) The new USMEPCOM PCN 680-3ADP reflects and prints all the correct transactions and data.

(o) USMIRS Check-in/out screen annotated with the applicant's processing times.

(6) Q-6. The operations control desk personnel will review the packet and ensure the following:

(a) USMIRS Check-in/out screen has been annotated with the applicant's processing times.

(b) DD Form 4 contains the service counselor/liaison signature in block 14a.

(7) QA-7. The operations control desk personnel will review the packet and ensure the following:

(a) The DD Form 4 is properly signed by the enlistee and the swearing in officer.

(b) The original USMEPCOM Form 727-E is annotated with a "D" in the notes column to indicate a DEP-in enlistment was performed. The swearing in officer will notify operations control desk personnel when the applicant declines enlistment.

(c) The USMIRS Check-in/out screen has been annotated with the MEPS out time.

  b. QA checks for accessions. MEPS personnel will follow the QA checks below. At a minimum, Processing section personnel will ensure/accomplish the following for each numbered QA point:

(1) QA-1. The operations control desk personnel will review the packet and ensure the following:

(a) Applicant aptitude status code = "P" or "X" (no ASVAB required) and no N status exists.

(b) A DD Form 1966/4 is present and completed for 17-year-old applicants.

(c) Performance of signature verification procedures.

(d) USMIRS Check-in/out screen is annotated with the time the applicant's processing times.

(e) Original USMEPCOM Form 727-E is annotated to indicate the applicant is on the MEPS processing floor.

(f) The applicant is wearing a correct USMIRS Name Badge and the USMIRS File/Packet Label is on their packet.

(2) QA-2. The medical control desk personnel will review the packet and ensure the following:

(a) Applicant is authorized medical processing (i.e., aptitude status code = "P" or "X" (no ASVAB required)) and no N status exists.

(b) USMIRS Check-in/out screen annotated with the applicant's processing times.

(c) Annotation of the medical processing section's copy of the USMEPCOM Form 727-E the WKID to indicate what type of medical processing was accomplished.

(d) Proper completion of the DD Form 2808, DD Form 2807-1 and any other associated medical documents.

(e) DD Form 2808 items are completed according to chapter 2.

(f) Item 79 of the DD 2808 is coded for USMIRS entry.

(g) All applicable items in para. b(1) above have been completed if medical is the initial MEPS check-in point.

(3) QA-3. The testing processing section personnel will review the packet and ensure the following:

(a) DOD Form 1304.12-K is prepared and completed properly.

(b) The results of the ASVAB or special test are entered into USMIRS.

(c) All applicable items in para. b(1) above have been completed if testing is the initial MEPS check-in point.

(d) USMIRS Check-in/out screen is annotated with the applicant's processing times.

(4) QA-4. The operations control desk personnel will review the packet and ensure the following:

(a) Applicant is in a QNE status if processing for enlistment.

(b) All documents required for contract preparation (i.e., DD Form 1966, etc.) are present.

(c) Test scores and medical transactions are entered and valid (if applicable) for enlistment.

(d) All required USMEPCOM Form 680-3A-E and current USMEPCOM PCN 680-3ADP are present.

(e) USMIRS Check-in/out screen is annotated with the applicant's processing times.

(5) QA-5. The operations processing section/HRA personnel will review the packet and ensure the following:

(a) Personal data on the DD Form 1966/1 agrees with the USMIRS Personal Data screen and current USMIRS PAMDEH*O field.

(b) The DD Form 1966 is verified with supporting personal and enlistment documents and blocks 4, 11, 13, and 17 are coded.

(c) DD Form 1966/1, block 16 contains test scores used for enlistment or the statement: "TEST SCORES NOT REQUIRED".

(d) DD Form 1966/3, "Remarks" section is reviewed for changes.

(e) The PEI/PAI interview was given and USMEPCOM Form 601-23-E is properly completed/cleared and USMIRS updated, if appropriate.

(f) DD Form 93 is prepared, printed and reviewed for accuracy (not prepared for Coast Guard applicants).

(g) The accession data transaction has been entered into USMIRS.

(h) The SF 86 and SF 258 are checked for accuracy with the DD Form 1966. If required, the applicant's fingerprints are clear and readable on the SF 258.

(i) The ENTNAC transaction has been entered if appropriate.

(j) Annexes are verified with the DD Form 4 and DD Form 1966.

(k) DD Form 4 is prepared, printed, and reviewed for accuracy.

(l) Consistency of name on all documents.

(m) Each document is completed and signed as required.

(n) Required number of copies of all documents are enclosed.

(o) The new USMEPCOM PCN 680-3ADP reflects and prints the correct transactions and data.

(p) USMIRS Check-in/out screen annotated with the applicant's processing times.

  (6) QA-6. The operations control desk personnel will review the packet and ensure the following:

(a) USMIRS Check-in/out screen is annotated with the applicant's processing times.

(b) DD Form 4 contains the service counselor/liaison signature in block 14a.

  (7) QA-7. The operations control desk personnel will review the packet and ensure the following:

(a) DD Form 4 is properly signed by the enlistee and the swearing in officer.

(b) Original USMEPCOM Form 727-E is annotated with "B" or "C" as appropriate in the notes column to indicate an accession and/or ship enlistment was performed. The swearing in officer will notify operations control desk personnel when the applicant declines enlistment.

(c) The USMIRS Check-in/out screen has been annotated with the MEPS Out time.

6-17. Navy DEP Enrichment Program
The Navy DEP Enrichment Program is designed to enlist personnel into the Navy who have a high school diploma, but do not meet Navy minimum AFQT score standards. High school diploma graduates who attain AFQT scores between 28-30 are enlisted into the Navy DEP and immediately enrolled into an academic enrichment program administered by either the Navy College Learning Center or any locally approved proprietary academic learning program. The plan is that once these individuals have completed the program, they will retake the ASVAB while in DEP, achieve a qualifying AFQT score, and then access to active duty.

6-18. Operations processing codes

    a. The applicant status code is a single alpha entry, which follows the WKID and reflects the status of the applicant upon completion of each different phase of MEPS processing. It also identifies an applicant's eligibility for further processing and enlistment into the Armed Forces (see table 6-3). An applicant's current and prior status code will assist USMIRS operators in identifying the applicant's correct status code at the time of data entry. Provided all prior data (MEPS database and Host CRDB prior record) is available in USMIRS, the system will determine the applicant overall status code. If the prior processing information is not available in USMIRS, the operator will select the appropriate overall status code for the transaction being entered or verify that the system pre-filled code is correct. (For example, an applicant initially tested on 19960101 (B100_, Aptitude Status code "P",), returned on 19960601 to physical only, and was qualified (B010_, medical status code "P".) USMIRS will assign an overall status code of "D".)   There are 17 applicant status codes currently used during peacetime processing: "A", "B", "C", "D", "E", "G", "H", "I", "J", "K", "L", "M", "N", "P", "R", "V", and "Z".

Table 6-3
Operations Processing Codes

DATA ITEM NAME	CODE	EXPLANATION
No enlistment	0	No enlistment contract was required/completed.
MEPS accession contract	1	An accession contract was completed by the MEPS, to include DEP-out, Reserve and Guard enlistments. This code also is used to report Navy Reserve (DNV) enlistees (3x6 and 4x8), specifically, Navy Reservists returning from the DEP who do not require new contracts.
DEP-in contract	2	A DEP-in contract was completed by the MEPS. This includes Navy Reserve (DNV) enlistees (3x6 and 4x8).
DEP discharge	3	A service effected DEP discharge including "DNV". This code is not used to report Reserve and Guard discharge, which require the deletion of enlistment data using an "M" transaction.
Accession contract	4	The accession contract/other enlistment Non-MEPS paperwork was completed by other than the MEPS.
Enlistment contract	5	An accession or DEP-in contract was prepared by the MEPS, but the applicant did not enlist for whatever reason.
Correction to DEP discharge	7	The correction to previously reported DEP discharge data that was incorrectly reported or has changed.
Correction to DEP	8	The correction to previously reported DEP Enlistment data that was incorrectly reported or has changed.
Correction to accession	9	The correction to previously reported and/SRC accession/SRC data that was incorrectly reported or has changed.
Note: For a USMIRS quick reference for WKIDs and other useful information, use the Operations Directorate page on the MEPNET.		

b.   During the PEI or PAI, an applicant discloses additional information, which may or may not disqualify him or her from enlistment. The HRA/interviewer will comply with the guidance contained in USMEPCOM Regulation 601-23. Based on the type of disclosure; USMIRS will be updated and an "N" status submitted.

c. DD Form 368 (Request for Discharge or Clearance From Reserve Component).

(1) Individuals enlisting into the Regular component while still enlisted in a Reserve component must present a completed DD Form 368 before the MEPS can perform any enlistment processing into the new component. Enlistment processing will not be accomplished without the DD Form 368.

(2) MEPS personnel will ensure the DD Form 368 is present at check-in.

(3) When entering a DEP-in or accession record and a DD Form 368 is present, the operator will enter a "Y" in the "368" data field.

d. Applicant DEP status code "A" is the only authorized code when DEP data is entered or already present in the applicant's prior processing history file. Individuals with prior processing who have "G", "J", "L", "N", or "R" as their current operations processing status code are not authorized to DEP-in. However, certain medical failure codes may be waived by the respective services; therefore, appropriate waiver documentation must be included in the applicant's examination/DEP-in packet. Any current disqualifying code present should be questioned by the HRA to ensure DEP-in is authorized.

e. The operations processing status codes used for accession enlistments are "A", "B", or "C". The only status codes authorized for fully qualified applicant enlistments are "A", "B", and "C". Applicants enlisting into a Regular service component (DAR, DFR, DMR, DNR, and GPR) can only use status code "A" or "B".

f. The N status code is used to identify individuals disqualified for various reasons. The description of the status codes are listed in table 6-4.

Table 6-4 Priority Status Codes	
CODE	**Explanation**
E	Ineligible to process for 2 years (DAT failure)
M	Ineligible to process for 6 months
R	Permanent medical disqualification
G	Aptitude AFQT below 10 percent, nonprior service
J	Temporary medical disqualification
N	Disqualified – other reasons
H	Confirmation test required
K	Test control officer interview required
L	Incomplete medical evaluation (open PULHES (see glossary))
B	Enlisted and shipped
C	Shipped, previously enlisted
A	Enlisted but not shipped
D	Qualified, not enlisted
P	Partial qualification
I	Incomplete USMEPCOM Form 680-3-A-E
V	Personal data correction

Chapter 7
Reconciliation and Communications Processes

7-1. Responsibilities
The operations officer and processing NCOIC are responsible for ensuring the daily COB and morning reconciliation is accomplished. Under normal conditions the Host CRDB will synchronize and replicate all transactions within 5 minutes. Reconciliation requirements for timeliness and completeness are:
Note: During the reconciliation process, if MEPS requested and gained permanent ownership during the business day and external results were received from pending results, they will be posted to new owning MEPS reconciliation screens.

   a. COB. Each section NCOIC/supervisor must ensure reconciliation has been accomplished by COB and that all transactions have been entered and committed in USMIRS. If any transactions did not synchronize with the Host CRDB, the MEPS must investigate and attempt to fix the rejection. If unable to fix the rejection, MEPS personnel will contact HQ USMEPCOM through the sector. If a MEPS has an unusually large number of records in system difference, the MEPS should check the communications status. For immediate results, the USMEPCOM PCN 680-3ADP, under the SYNC column, will indicate if the transaction synchronized with the Host CRDB with a "Y" or "N". A MEPS also has the option of reconciling transactions in NRT.

   b. Morning. The section NCOIC/Supervisor will review the appropriate reconciliation screen to review Host created transactions and to see if the Host rejected any transaction. All errors are to be corrected using available source documentation on a daily basis. The MEPS will continue to receive a USMEPCOM PCN ZHM130 (Back-up Report) each morning.

7-2. Communications

   a. MEPS personnel will replicate workload data to the Host CRDB without delay.

   b. HQ USMEPCOM MOP-AD maintains the final approval authority on exceptions to record timeliness standards.

   c. Data replication will occur automatically when communication between MEPS USMIRS and Host CRDB is established/maintained. MEPS will verify the success of the data replication process daily. MEPS will spot-check USMEPCOM PCN 680-3ADP work history to determine whether the record replication was successful or if there is a reject status.
Note: Reject status will only reflect replication if printed more than 5 minutes after data entry.

7-3. USMIRS back-up procedures
On a daily basis (Monday through Friday and a Saturday Opening) the next day's labeled tape will be inserted in the USMIRS tape drive. This occurs after the previous night's backup tape has been automatically ejected. MEPS personnel will follow the below procedures:

   a. Two weeks of back-up tapes will be maintained (Monday through Saturday). Twelve back-up tapes (two for each processing day) will be annotated on the backup tape upon verification of a successful backup by the USMEPCOM PCN ZHM130. An X will be marked on tapes that have not successfully backed up.

   b. Nightly, at 0045, a complete system back up will occur on the CRDB, resulting in the system being unavailable for about 45 minutes. MEPS personnel will not attempt to access the system during this time.

c. The USMEPCOM PCN ZHM130 will be reviewed each duty day to determine whether a successful backup was performed, or a error may have occurred, i.e., "cleaning required", etc. This is a critical step in the process, as MEPS personnel may be required to restore the previous day's transactions to USMIRS.

d. The backup tape will be used in the event of a full system crash and only on direction of HQ USMEPCOM MOP and/or MIT.

7-4. Cleaning tapes
MEPS personnel will clean, at a minimum, the backup tape drive after 30 hours of usage or when a tape drive malfunction is indicated (flashing Amber light). After cleaning, if problem persists, call the Customer Support Help Desk.

7-5. Disposal of back-up tapes
Privacy Act data residing on the backup media must be fully erased by overwriting several passes of random patterns. The random patters make it far more difficult to extract useful data from the discarded media. Another solution is physical destruction of backup media tapes before they are discarded. Backup tapes can be cut into pieces, melted with oxyacetylene torches or incinerated, although proper incineration requires specialized equipment to prevent atmospheric release of toxic by-products. The information Technology specialist will verify that the backup media is fully erased or destroyed.

7-6. Host CRBD and USMIRS edits
Edits performed by USMIRS and CRDB are listed by block, data element, length number of characters (A = alpha, N = numeric, and AN = alphanumeric), and criteria. When data elements fail, these edit error conditions are assigned by CRDB with the reasons for the error codes; however, edit override can bypass USMIRS edits and the CRDB will re-edit transactions where the edits override function is used. Error codes are information, if available, from the various files/tables in USMIRS. (See Operations Directorate page on the MEPNET for more information on Host CRBD and USMIRS edits.)

7-7. External agency results posting
The nightly cycle will continue and the Host CRBD will distribute the results to the MEPS the next morning. The exception is a hit from DMDC. When a new record is created and committed, a check will be conducted through DMDC to verify prior service/non-prior service status. When the DMDC results are returned to the MEPS, a "VOOX" WKID will be posted by the MEPS USMIRS in the work history if responses are in agreement. If a positive hit from DMDC is received (service declared no prior service and DMDC indicated prior service), a BOOON will also be created (VOOOX+BOOON) and posted in the work history. The service must clear the N status before the applicant can continue processing.

7-8. Host retrieve process
The host retrieve process is initiated when a SSN is entered into a USMIRS data screen when data is not resident on the MEPS USMIRS. Upon data retrieval, the most current information available is displayed, including the DD Form 93 data, item response data, WKID data, packet tracking data, user account and transaction data.

a. The user is authorized to create an initial USMIRS record (AOOOV) if a host retrieve indicates that no record is found on the Host CRDB for that SSN.

b. If the host retrieve is interrupted/halted by the system, the partially retrieved data will be deleted. The user must re-enter the SSN and re-initiate the process.

c. MEPS personnel must focus attention on status line messages and take appropriate action to update or transfer ownership.

7-9. Failure mode
Failure mode occurs when the MEPS USMIRS cannot communicate with the Host CRDB. The user will be informed that the MEPS USMIRS does not have access to the Host CRDB. During this provisional owner mode of operations, the "down" MEPS still will be able to perform data entry in USMIRS. The following restrictions will apply:

   a. Other MEPSs requesting ownership from the down MEPS will be informed that the MEPS in failure mode will only receive the record in "Read only" mode. If the MEPS USMIRS database is still not communicating with the CRDB on the processing date, the Host CRDB will execute the transfer of record ownership to the new MEPS owner.

   b. When the down MEPS is back on-line, the Host CRDB will perform a resynchronization process. Any transactions that did not synchronize with the Host CRDB when the MEPS lost communication will be placed in "Reject" status. The records cannot be transferred until they have been fixed/synchronized.

   c. To assist the new owning MEPS in having the most current data, the losing MEPS will print a USMEPCOM PCN 680-3ADP (both sides) and fax to gaining MEPS and the gaining MEPS will enter any missing transactions. Once performed, the losing MEPS can delete the data from their MEPS USMIRS database.

   d. MEPS that cannot communicate with the Host CRDB and have pending DAT/HIV results will contact the HQ USMEPCOM Help Desk if changes to critical medical/record data is required (i.e., SSN, PULHES, WKID, specimen numbers and results (manually posted or changed)). Help Desk personnel, HQ USMEPCOM database managers, and the MEPS will coordinate before any changes are made to this data. Coordination will occur with other record owners if the record is provisionally owned by another MEPS.

   e. When the MEPS USMIRS reestablishes communications with the Host CRDB, there may be several rejected records if records were created while the MEPS USMIRS was in failure mode.

Chapter 8
USMIRS Software Release

8-1. USMIRS software
USMIRS software is routinely updated and improved according to changing technology requirements and higher level taskings that affect applicant processing procedures and policies.

8-2. Software releases

    a. Standard releases. Standard software updates to baseline (SUB) will normally follow configuration management (CM) procedures and timelines contained in paragraph 8-5 below. Software will not be released during mission week or during the last 2 weeks of September. Any software released during these periods requires Command Group approval.

    b. Emergency releases. Emergency SUB releases will follow CM procedures and be expedited to resolve a particular software problem as determined by the Prioritization & Scheduling Team.

8-3. MEPS user acceptance testing

    a. HQ USMEPCOM (MOP-AD) will coordinate, concurrently with sector, software user acceptance testing (UAT) with MEPS. As an exception to policy, MOP-AD has authority to task sector and MEPS in support of USMIRS and related PC UAT.

    b. Selected MEPS (normally one from each sector) will have 2 weeks to conduct UAT before a software update command-wide. MEPS will conduct UAT in direct coordination with MOP-AD and report issues and defects daily.

    c. MEPS information technology specialists (ITS) will serve as the POC/action officer for UAT. Other MEPS personnel may actually execute test cases. For example, if there is a USMIRS update in the medical area, the medical NCOIC may run test cases, but the ITS is always the POC.

8-4. Types of software updates

    a. Functional releases. HQ USMEPCOM (MOP-AD) is responsible for the functional UAT to ensure the software is as error-free as possible and performs the required function. These software updates are usually a result of validated problem reports (PR), system change proposals (SCP), trouble tickets received from the MEPS through the Help Desk or by requests/requirements from external agencies (e.g., DMDC, USAREC).

    b. Technical releases. HQ USMEPCOM, Information Technology (MIT), serves as the lead for technical releases. Technical releases normally do not involve the direct support of the MEPS. These releases are transparent to USMIRS operation. Examples of technical releases include security patches and software patches.

    c. Command software releases. These releases will be preceded by a Command software update message that contains the basis for the update, implementing instructions, and supporting documentation (e.g., user manual, software change document), as applicable.

8-5. CM guidelines – functional releases
Before the release of any USMIRS software update, HQ USMEPCOM will follow appropriate CM guidelines. Specific protocol is followed to ensure the end result of any software update is as free of

errors as possible and performs the function for which it was designed. The following timeline (I-day =day of Command-wide software release) and actions occur before a functional release:

Note: The timeline is a general guideline; times may vary depending on the scope and nature of the software update.

a. I-4-24 months - MOP-AD validates PRs and SCPs.

b. I-90-180 days - MIT conducts impact analysis on validated PRs and SCPs.

c. I-75 days - Prioritization and Scheduling Team approves and prioritizes PRs and SCPs.

d. I-30-75 days - MIT performs programming and unit and system testing (done by the MIT Test Group).

e. I-30-45 days - MOP-AD coordinates field site testing with sectors and MEPS.

f. I-30-40 days - MOP-AD receives change document and user manual for review.

g. I-30-40 days - MOP-AD validates and edits test cases and prepares for field site testing.

h. I-30-40 days - MOP-AD coordinates with external agencies, if necessary, for testing.

i. I-30-40 days - MOP-AD receives fully tested software from MIT.

j. I-30-35 days - MOP-AD coordinates field test site message with MIT.

k. I-30 days - MOP-AD releases field-site testing.

l. I-21-28 days - MIT releases software upgrade (e.g., SUB) to field test sites (normally one MEPS from each sector).

m. I-7-21 days - MOP-AD conducts testing with external agencies, if applicable.

n. I-7-21 days - Field site testing is conducted by MEPS personnel.

o. I- 7-21 days - MOP-AD and MEPS coordinate field-site testing.

p. I-5-7 days - MOP-AD sends message to MIT when field-testing is complete.

q. I-3-5 days – MOP-AD coordinates command-wide software update message with MIT.

r. I-3-5 days – MOP-AD makes final coordination for release of software update with MIT.

s. I-2 days – MOP-AD releases Command software update message with change document and/or user manual, as appropriate.

t. I-day - MIT releases actual software to the Command.

u. MEPS report any discrepancies, system performance problems, etc., to the Help Desk.

v. D+1 day – MOP-AD and MIT monitor system performance.

8-6. CM guidelines - technical releases
Timelines and actions for technical software updates differ from those of functional release. The major difference is technical releases do not involve the scope and involvement of MEPS UAT. Technical releases are normally monitored at one or two MEPS. Executing test cases is not required. Additionally, MIT serves as the lead for these releases. A typical timeline (I-day =day of Command-wide software release) and actions occur before a technical release:
Note: The timeline below should be used as a general guideline. Times may vary depending on the scope and nature of the software update.

   a. I-7-45 days - MIT determines a technical upgrade is required.

   b. I-7-45 days - MIT conducts impact analysis on validated PRs and SCPs.

   c. I-7-45 days - MIT performs programming and unit and system testing (done by the MIT Test Group).

   d. I-7-45 days - MIT coordinates field site testing, if applicable, with sectors and MEPS.

   e. I-3-30 days - MIT releases software upgrade to field test sites – normally one MEPS from each sector.

   f. I-3-30 days - Field site testing is conducted (may or may not directly involve the MEPS).

   g. I-3-5 days - MIT coordinates Command software update message with MOP.

   h. I-3-5 days - Final coordination for release of software update message.

   i. I-2 days - MIT releases command update message with change document, if applicable.

   j. I-day - MIT releases actual software update to the Command.

   k. MEPS report any discrepancies, system performance problems, etc., to the Help Desk.

   l. D+1 day - MOP-AD/MIT monitors system performance.

8-7. Submission of problem reports, system change proposals, and trouble tickets
USMEPCOM personnel will submit problem reports (PR) and systems change proposals (SCP) using Mortice Kern System (MKS) Integrity Manager. The MEPS information technology specialist is the POC for PR and SCP submissions. Also, the MKS User Manual is available on the MEPNET. Trouble tickets are submitted using the HelpStar system. The HQ USMEPCOM Help Desk is the POC for HelpStar.

Appendix A
References

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:
Department of Defense (http://www.defenselink.mil/index.html)
Army (http://www.usapa.army.mil)
Marine Corps (http://www.usmc.mil/marinelink/ind.nsf/publications)
Navy (http://www.neds.nebt.daps.mil)
Air Force (http://afpubs.hq.af.mil)
Coast Guard (http://www.uscg.mil/ccs/cit/cim/directives)
USMEPCOM (MEPNET (https://mepnet.mepcom.army.mil) or Web (http://www.mepcom.army.mil)
GSA and Standard Forms
http://www.gsa.gov/Portal/content/offerings_content.jsp?contentOID=116369&contentType=1004

Section I
Required Publications

USMEPCOM Regulation 601-1
Processing List – Authorization, Control, and Accounting for Meals and Lodging Services

USMEPCOM Regulation 601-23
Enlistment Processing

USMEPCOM Regulation 611-1
Enlistment Qualification Tests

Section II
Related Publications

AR 601-270/AFR 33-7/MCO 1100.75A
Military Entrance Processing Station (MEPS)

USMEPCOM Regulation 40-1
Medical Processing and Examination

USMEPCOM Regulation 40-8
Human Immunodeficiency Virus (HIV) and Department of Defense (DOD) Preaccession Drug and Alcohol Testing (DAT) Program

Section III
Prescribed Forms

USMEPCOM Regulation 680-3A-E
Request for Examination

USMEPCOM PCN 680-3ADP
Request for Examination (USMIRS-generated form)

Section IV
Required Forms

DA Form 1811

Physical Data and Aptitude Test Scores Upon Release From Active Duty

DD Form 4
Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 1966
Record of Military Processing – Armed Forces of the United States

DD Form 2005
Privacy Act Statement – Health Care Records

DD Form 2807-2
Medical Prescreen of Medical History Report

DD Form 2808
Report of Medical Examination

DOD Form 1304.12-K
Armed Services Vocational Aptitude Battery, Scoring Worksheet (Contact HQ USMEPCOM, MOP-TD, for this form.)

USMEPCOM Form 611-1-7-E
Aptitude Testing Processing List

USMEPCOM Form 727-E
Processing List

USMEPCOM PCN ZHM002
Drug and Alcohol Processing Eligibility Roster (USMIRS-generated form)

USMEPCOM PCN ZHM005
HIV Results Roster (USMIRS-generated form)

USMEPCOM PCN ZHM080
Merged Test Roster (USMIRS-generated form)

USMEPCOM PCN ZHM088
Unmerged Test Roster (USMIRS-generated form)

USMPECOM PCN ZHM122
Duplicate Records Roster (USMIRS-generated form)

USMEPCOM PCN ZHM130
Back-up Report (USMIRS-generated form)

Appendix B
Management Control Evaluation Checklist – USMEPCOM Integrated Resource System (USMIRS)

B-1. Function
The function covered by this checklist is enlistment processing at the MEPS.

B-2. Purpose
The purpose of this checklist is to assist MEPS commanders in evaluating the key management controls listed below. It is not intended to cover all controls.

B-3. Instructions
Answers must be based on the actual testing of key management controls (e.g. document analysis, direct observation, sampling, simulation, other). An answer that indicates deficiencies must be explained and corrective action indicated in the supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

B-4. Test questions

   a. **Aptitudinal qualification.** The objective is to ensure that applicants who are continuing to process are aptitudinally qualified.

      (1) Did the testing section provide test scores to the services within the required timeframe following the exam?

      (2) Did the testing section personnel correctly process invalid test records?

      (3) Did the testing section personnel correctly process test records with incomplete personal data?

      (4) Did the testing section personnel verify the USMEPCOM Form 611-1-7-E against the USMEPCOM PCN ZHM080 or reconcile testing screen ORO1-O5?

      (5) Did the testing section personnel or Office of Personnel Management, test administrators (TA) perform QA procedures on all associated aptitude documents during the course of the aptitude evaluation process?

      (6) Did the TA ensure that the provided USMEPCOM Form 680-3A-E was fully completed?

      (7) Did the TA compare information on applicant answer sheets with individual USMEPCOM Forms USMEPCOM Form 680-3A-E?

      (8) Did the testing section personnel accurately enter all required testing data elements into USMIRS?

      (9) Did the testing section personnel conduct a manual files check before merging tests?

      (10) Were the check test answer sheets run as required?

      (11) Was the aptitude status code properly and accurately entered on all USMEPCOM Form 680-3A-E?

(12) Were the file labels produced and applied? (If not, did the MEPS use an acceptable method to identify the files?)

(13) Were the USMEPCOM PCN 680-3ADPs and USMEPCOM Forms USMEPCOM Form 680-3A-E filed and maintained according to USMEPCOM Regulation 601-23?

(14) Did the testing section retain one copy of the USMEPCOM PCN 680-3ADP with the matching test answer sheet according to USMEPCOM Regulation 611-1?

(15) Were the QA checks conducted and complied with according to this regulation, paragraph 3-13?

   b. Medical qualification. The objective is to ensure that applicants continuing to process are medically qualified.

(1) Did the medical section personnel enter all medical data within the required time frame (physicals, consults, prescreens, etc.)?

(2) Did the medical section personnel reconcile on a daily basis the USMEPCOM Form 727-E against the system electronic data (i.e., Process Results (ORO1), Actual Workload Accounting (TPO9), or Medical Reconciliation (ORO1-Series))?

(3) Were all the medical applicants/nonapplicants listed on the USMEPCOM Form 727-E?

(4) Was the data for "papers only" review entered as required?

(5) Did the medical section personnel perform QA procedures on all associated medical documents during the course of the medical evaluation process and before data entry into USMIRS?

(6) Were the illegible or missing medical entries on the DD Form 2808 corrected by medical section personnel only?

(7) Did the medical section personnel hand carry disqualified paperwork and/or packets to the control desk as required?

(8) Did the medical section personnel accurately enter all required medical data elements into USMIRS?

(9) Were the HIV and DAT results entered correctly and within the required timeframe?

(10) Were the QA checks conducted and complied with according to paragraphs 4-6 and 4-7 of this regulation?

   c. Operations. Ensure absolute correct information is collected and processed permitting accurate and timely transmission of same.

(1) Did all applicants on the MEPS processing floor wear a USMIRS-generated identification badge?

(2) Did all files room packets/examination folders have a USMIRS-generated packet/file label?

(3) Did the MEPS reconcile on a daily basis the USMEPCOM Form 727-E against Process Results (CRO1), Actual Workload Accounting (TPO9), or Reconciliation screens (OR-Series)?

(4) Did the service counselors/liaisons provide all appropriate information required for the MEPS to properly complete coding of the DD Form 1966/1?

(5) Did the MEPS personnel communicate all accession and DEP-in records on the DOE to HQ USMEPCOM?

(6) Did the MEPS personnel conduct an electronic files check on applicants listed on the daily USMEPCOM Form 727-E?

(7) Did the MEPS personnel ensure "N" status codes are cleared before allowing further processing?

(8) Did the operations control desk personnel review records for legibility, accuracy, and completeness?

(9) Did MEPS personnel ensure that all applicant packets/file folders contained the appropriate source documents required for the enlistment process?

(10) Was the review accomplished of all data elements comparing USMEPCOM PCN 680-3ADP and the DD Form 4 against the corresponding source documents before the enlistment ceremony?

(11) Were the QA checks conducted and complied with according to paragraph 5-14 of this regulation?

(12) Did the operations officer periodically check to ensure applicant records were entered into USMIRS?

   d. **Error conditions and corrections.** MEPS and service counselor/liaisons ensure information is corrected in a timely manner.

(1) Did MEPS personnel verify, correct, and resubmit all transactions that resulted in a fatal or reject error by COB for that day?

(2) Did MEPS personnel work with service counselors/liaisons to jointly resolve discrepancies?

(3) Were the accession and DEP records given first priority when correcting?

(4) Was training held to assist and instruct MEPS personnel on proper procedures for error correction?

   e. **Error prevention/MEPS internal review reports.** Verify information for accuracy and correct as necessary before transmission.

(1) Were the testing, medical, and operations sections checking the accuracy of their work-load data submitted into USMIRS?

(2) Did MEPS personnel review available management tools to reduce errors?

(3) Did the operations officer develop and/or institute an internal suspense system?

(4) Did the files room conduct a random check of packets every 6 months?

(5) Was the USMEPCOM PCN ZHM122 generated and acted upon at least every 3 months?

(6) Did applicant's packet/file folder contain only authorized and correctly coded USMEPCOM Forms USMEPCOM Form 680-3A-E?

(7) Did MEPS personnel prepare USMEPCOM Form 601-23-E when additional information was reported?

(8) Were those applicants who disclosed additional information on USMEPCOM Form 601-23-E cleared and/or stopped from further MEPS processing?

f. Signature verification. Ensure the applicant is indeed one and the same.

(1) Did the control desk personnel conduct the initial signature verification?

(2) Were applicants being allowed to process up to enlistment pending receipt of a legible fax copy of the USMEPCOM Form 680-3A-E required for signature verification?

(3) Was the operations officer/assistant operations officer/NCOIC notified of signature discrepancies?

(4) Did MEPS personnel flag the applicant's packet/file folder if the signature discrepancy was not resolved by COB?

(5) Did final signature verification get conducted during the PEI?

g. DEP extension/discharge procedures. Receiving and processing correct information.

(1) Did service counselors/liaisons provide PADD changes on the original contract?

(2) Did the HRA utilize "J008" transactions to change PADD information?

(3) Did service counselors/liaisons provide official DEP discharge documentation for DEP discharges?

(4) Did service counselors/liaisons return all original USMEPCOM generated forms and products on DEP discharges to MEPS control?

(5) Were DEP discharge transactions only being submitted on Regular component enlistees except for DNV?

(6) Were positive drug result individuals discharged by their respective service within 30 days from the date the results were posted to the Host CRDB or did the MEPS ensure the discharge was within 30 days?

h. Prior service verification. Ensure all projection, initial, reestablished and name/SSN correction records are transmitted to DMDC. Were the packets or records flagged for those individuals not cleared to process? (If manually flagged must be consistent.)

i. USMEPCOM Form 727-E. Ensure the recruiting service and MEPS personnel are aware of the resource requirements and processing responsibilities when projecting applicants (USMEPCOM Form 727-E) for MEPS processing, meals and lodging.

(1) Are applicants checked in/out of each section? At a minimum, did the services check them in and out?

(2) Did the MEPS track applicant flow on the check-in/ checkout screen (TA01)?

(3) Were all service sponsored applicants on the MEPS processing floor projected in USMIRS by the services and printed on the USMEPCOM Form 727-E?

(4) Has the MEPS established, in writing, one service cut-off time for USMEPCOM Form 727-E projections?

(5) Did the MEPS perform SPF changes before projections to identify other MEPS processors?

(6) Did the MEPS code (NS, D, A, B, C, H, MOT, X, etc.) USMEPCOM Form 727-E throughout the processing day in the notes column to indicate applicant's status and/or the type of processing the applicant has received?

(7) Did the medical section code (1P, 1R, 2L, 7P, etc.) medical sections' copy of the USMEPCOM Form 727-E in the notes column to indicate the type of medical processing the applicant received?

(8) Are the MEPS marking USMEPCOM Form 727-E in the 601-23 column with an "X" when the applicant received the DOD Standards of Conduct Briefing?

(9) Did the MEPS reconcile the USMEPCOM Form 727-E annotations with the USMIRS data entries daily; e.g., accessions, DEP, shippers, tests scored, medical examinations given, no-shows, etc.?

(10) Were the services providing shipping destination information in the "Remarks" section on the USMEPCOM Form 727-E?

(11) Has the MEPS provided the services written guidance for additional data entries for the USMEPCOM Form 727-E "Remarks" section?

(12) Was USMEPCOM Form 727-E, page 1, filed daily for 30 days?

(13) Were the MEPS and service representative signing receipt for USMEPCOM Form 727-E pages 2-5?

(14) Were all non-service sponsored applicants in the MEPS for processing projected in USMIRS and printed on USMEPCOM Form 727-E?

j. Quality review program. To ensure the MEPS have reviewed the applicant's automated record (on USMIRS) with hardcopy documentation available 1 duty-day before MEPS processing. The suggested format would consist of one MEPS person from each processing section (testing, medical, and operations) in a room together away from traffic flow and interruption.

(1) Are the MEPS performing a daily QRP process that ensures applicants scheduled to MEPS process are eligible to MEPS process?

(2) Are the services being notified of projection errors and disqualifying conditions before the applicants' arrival at the MEPS?

(3) Did testing verify the applicant was aptitudinally qualified to MEPS process as projected on USMEPCOM Form 727-E?

(4) Did medical verify the applicant was medically qualified to MEPS process as projected on USMEPCOM Form 727-E?

(5) Did QRP personnel use USMIRS to perform QRP?

(6) Is the "Change Trans Code To" data on the USMIRS QRP screen being updated to accurately reflect what processing is required for the applicant?

B-5. Supersession
This management control evaluation checklist replaces the previously published version in USMEPCOM Regulation 680-1 (December 1992).

B-6. Comments
Help make this a better tool for evaluating management controls. Submit comments to HQ USMEPCOM, ATTN: MOP, 2834 Green Bay Road, North Chicago, IL 60064-3094.

B-7. Use of DA Form 11-2-R (Management Control Evaluation Certification Statement)
DA Form 11-2-R is designed to document any management control evaluation. Certification that a management control evaluation has been conducted will be certified on this form. The form is available in the USMEPCOM Electronic Pubs/Forms Library. See figure U-1 for a completed sample of this form.

Glossary

Section I
Abbreviations

ADP
automated data processing

AFQT
Armed Forces Qualification Test

AR
Army Regulation

ASVAB
Armed Services Vocational Aptitude Battery

CM
configuration management

CMO
chief medical officer

COB
close of business

COOP
continuity of operations plans

CRDB
centralized relational database

DAT
drug and alcohol testing

DD
Department of Defense

DEP
delayed entry program

DMDC
Defense Manpower Data Center

DOA
date of action

DOB
date of birth

DOD
Department of Defense

DOE
date of enlistment

DOT
date of test

EMAP
emergency management action plan

ENTNAC
Entrance National Agency Check

EPTS
existed prior to service

FBI
Federal Bureau of Investigation

HIV
Human Immunodeficiency Virus

HQ USMEPCOM
Headquarters, United States Military Entrance Processing Command

HRA
human resources assistant

ITS
Information technology specialist

MEPS
military entrance processing station

MET
mobile examining team

MKS
Mortice Kern System

NCOIC
noncommissioned officer in charge

NGB
National Guard Bureau

NRT
near real time

OMR
optical mark reader

OTS
officer training school

PADD
projected active-duty date

PAI
preaccession interview

PCN
publication control number

PEI
preenlistment interview

PMS
prior military service

PR
problem reports

PULHES
physical profile serial code

QA
quality assurance

QRP
quality review program

RID
record identification

SCP
system change proposals

SF
standard form

SOP
standing operating procedure

SPF
service processed for

SRC
service-required code

SSN
social security number

SUB
software updates to baseline

TA
test administrator

UAT
user acceptance testing

USMEPCOM
United States Military Entrance Processing Command

USMIRS
USMEPCOM Integrated Resource System

Section II
Terms

accession
An enlistment which increases the incremental strength of the Active or Reserve component of the Armed Forces or the Coast Guard. Personnel enlisted under the DEP are not involved in this category.

accession data
An enlistment into the Regular or Reserve component of any of the Armed Forces. This category includes DEP-out enlistments into a Regular or Reserve component of the Armed Forces.

active-duty service date
The date used for the computation of total active service.

applicant
Any individual who is processed at a MEPS or by a MET site, including nonapplicants, enlistees, registrants, and inductees.

status code
A code identifying the enlistment qualification status of an individual being processed.

aptitude data
Information depicting the results of an aptitude test taken by an applicant being considered for entry into a branch of the Armed services.

coding
The abbreviation of data into machine-readable symbols, such as the combining of alphabetic and numeric characters.

contract
A document (DD Form 4) signed by the applicant, specifying the conditions and terms of enlistment. A contract is completed for delayed enlistment (DEP-in contract) and accessions (accession contract).

control desk
The activity within the MEPS that monitors and controls processing by directing individuals to various sections and performing certain QA procedures.

Centralized Relational Database (CRDB)
The CRDB resides on the HQUSMEPCOM Host computer and collects workload, manages record/data/projection ownership, processes data to and from external agencies and manages data exchange between the local MEPS databases.

data block
A group of logically collected data elements, such as personal data, which includes name, SSN, DOB, etc.

data element
A data unit that has a unique meaning, such as DOB.

data element error
A condition where an error exists to a DOD data element and the record is posted to the Host CRDB and passed to end users.

data element dictionary
A document containing extracts from the DOD Standard Data Elements Manual (5000.12M) and USMEPCOM-unique elements.

date of enlistment
The date an applicant enlisted into the Regular or Reserve component of the Armed Forces.

date of grade
An effective date of the grade in which enlisted.

delayed entry program
Any of the service programs to enlist personnel into a special inactive Reserve group pending enlistment into active service at a future date. A DEP enlistee is not an accession.

discharge date
The effective date identified on the order/letter an enlistee is discharged from the DEP.

discharge code
A code identifying the reason an enlistee was discharged from the DEP.

DEP packet
Documents pertaining to DEP-ins, which the MEPS turns over to the recruiting services for retention during the DEP period.

education
An indication of the highest level of education completed by an individual.

enlistment ASVAB
A version of the ASVAB administered in the MEPS and at MET sites. The enlistment ASVAB is used solely for the examination of individuals specifically applying for enlistment.

enlistment packet
A set of enlistment-related documents forwarded by the MEPS to various service personnel centers/agencies.

entry status
An ID of the accessioning status of an enlistee.

existed prior to service
Pertains to a medical or moral problem of an enlistee discovered after entry on active duty, but existed prior to enlistment.

holdover
An individual who starts but fails to complete testing, medical, and/or administrative processing and is to return the next workday for completion, or has completed processing and awaits overnight for transportation back to his or her home or initial duty station.

home of record
The address of an applicant's permanent residence.

host retrieve process
The process used to retrieve applicant data from the CRDB. The host retrieve process is initiated when an SSN is entered into a USMIRS screen for an applicant not owned by (resident on) the local MEPS USMIRS.

inductee
An individual registered with the Selective Service System who has been inducted into the armed services.

invalid test
An ASVAB test/retest of which the scores/results are nullified for enlistment because, for example, of cheating, illness, etc.

medical waiver
A service waiver of a medical defect that would otherwise disqualify an individual for enlistment or service job assignment.

mobile examining team site
A location outside the MEPS used for the administration of the enlistment ASVAB. It may be staffed by either military or office of Personnel Management personnel.

no-show
An individual projected for processing on the USMEPCOM Form 727-E who fails to arrive at the prescribed date to begin the scheduled processing.

near real time (NRT) communications
A background process that updates the CRDB every 5 minutes.

Optical Mark Reader
The System 80 hardware device used to read ASVAB answer sheets.

packet
A personnel folder, form, or envelope at the MEPS containing information on an applicant who has not yet become a member of service component or who has been discharged from the DEP or a non-applicant.

pay entry base date
The date used for the computation of time in service for pay purposes.

pay grade
The pay level to which an individual is entitled.

primary military occupational specialty
An identification of a military occupation previously acquired while on active duty or which the individual is entering the service to acquire.

prior military service
An indication whether or not an applicant has formally served on active duty with a branch of the Armed Forces. The first position identifies a minimum of 1 day (or more) prior service reflected on the DOD

database at DMDC. The second position reflects the specific service definition of prior service for that applicant.

processing
Any work accomplished for an applicant, nonapplicant, enlistee, registrant, or inductee within the MEPS/MET site, to include aptitude testing, special purpose testing, medical examination, physical inspection, or contract and associated paperwork.

processing list (USMEPCOM Form 727-E)
USMEPCOM Form 727-E (Processing List). The form is a roster of applicants by service, name, and SSN, which identifies processing actions for that day. A copy is used for meals and lodging contract facilities to identify applicants needing service.

projected active-duty date (PADD)
The date an applicant is scheduled to commence active duty from a Reserve or delayed status.

projection
Pertains to scheduling the MEPS workload. Specifically, an individual scheduled to process the next workday and identified to the MEPS on a USMEPCOM Form 727-E early enough to allow completion of a USMIRS query and manual files searches as well as communication of data to HQ USMEPCOM. The MEPS must receive these forms (which may be an initial or supplemental USMEPCOM Form 727-E) before the deadlines established by the MEPS commander.

qualified, not enlisted
A qualified applicant who does not enlist. This denotes a potential enlistee who has satisfactorily completed MEPS aptitude and medical processing.

quality assurance
Actions or procedures that ensure accuracy, timeliness, and completeness.

reception station
The various service initial enlistee reception locations (e.g., Lackland, Great Lakes, Parris Island). Also known as "Recruit Training Command" (Navy), "Recruit Depot" (Marine Corps), "Adjutant General (AG) Battalion (Reception)" (Army), and "Basic Military Training Center" (Air Force).

recruiter ID
An ID of the recruiter, by SSN or service-unique number, responsible for processing an individual through a MEPS.

reestablish record
Reenter all previously submitted data for a record that has been deleted from the active database.

reject error
That type of condition that causes a submitted record to be rejected in its entirety and requires resubmission/retransmission of the record.

replication
The near real time process that occurs every 5 minutes between CRDB and USMIRS databases to ensure data transactions/WKIDs are applied to applicable SSN records.

service processed for
Service the applicant is being processed to enter, identified as an alpha code for data entry.

shipped/shipper
Accessions/inductees released from the MEPS to reception stations or initial duty stations.

SSN conflict
A situation where a new applicant record has the SSN as an existing record.

SSN conflict status
A strategy that allows MEPS to continue processing an applicant (vice rejecting the record) when a SSN conflict is detected by USMIRS.

special purpose test
Any test, other than the ASVAB or other initial test, administered to determine an applicant's qualification for certain specialty fields or for enlistment in the sponsoring service.

Student Armed Services Vocational Aptitude Battery
A version of the ASVAB administered in education facilities. The results may be used for enlistment.

supplemental USMEPCOM Form 727-E
A USMEPCOM Form 727-E submitted by a service to the MEPS after the initial USMEPCOM Form 727-E deadline set by the MEPS commander, but in time to be included in the communication of projections to HQ USMEPCOM. Applicants listed on a supplemental USMEPCOM Form 727-E are considered projections.

term of enlistment
The number of years indicating the period for which enlisted or ordered to active duty.

training/entry military occupational specialty
A military occupation an individual will acquire upon entering the service.

transaction
The addition/deletion/modification of data to the Host CRDB.

USMEPCOM Integrated Reporting System (USMIRS)
The processing and enlistment software application that is run by the computer systems resident in each MEPS.

walk-in
An individual who arrives at the MEPS for processing without being scheduled on a USMEPCOM Form 727-E.

waiver code
Information indicating whether or not an enlistment waiver was granted.